

Subject: Friendly Reminder: Upcoming Milestone for [Project Name]

Dear [Recipient Name],

I hope you are having a productive week.

I am writing to send a friendly reminder regarding the upcoming milestone, **[Milestone Name]**, which is currently scheduled for completion on **[Due Date]**.

According to our project timeline, the following items are pending:

- [Task/Deliverable 1]
- [Task/Deliverable 2]

If you need any additional information, resources, or support to help stay on track, please let me know. If there are any roadblocks that might cause a delay, I would appreciate an update so we can adjust our plans accordingly.

Thank you for your hard work and continued commitment to this project.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]