**3. Reminder Email**

**Subject:** Friendly Reminder: [Specific Topic or Action Needed]

Dear [Recipient's Name],

I hope this email finds you well. I am writing to remind you about [specific topic, e.g., submitting the quarterly report], which is due on [specific date].

Please let me know if you require any additional information or assistance to complete this task. If there’s any change in the timeline, feel free to inform me at your earliest convenience.

Thank you for your prompt attention to this matter.

Best regards,  
[Your Full Name]  
[Your Job Title]  
[Your Contact Information]