**3. Reminder Email**

**Subject:** Friendly Reminder: [Task/Deadline]

Dear [Recipient's Name],

I hope you are doing well.

I wanted to kindly remind you about [specific task, document, or deadline], which is due on [date]. Please let me know if you need any assistance or further information.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Best regards,  
[Your Full Name]  
[Your Job Title]  
[Your Company Name]