

Email to Client sent through the company's email settings with subject of "Task Reminder":

<company logo>

Company name>

<today's date>

Dear <first_name>,

This email is to remind you that you have a task due.

Task Name: <step_name>

Due Date: <due_date>

Please complete the task as quickly as possible to avoid delays in processing.

If you have any questions, please contact <case_manager> at <case_manager's email or company default email if case manager does not have an email> or by calling <case_manager_phone or company phone if no specific phone number for the case manager>.

Regards

<case_manager>

Email to company sent from the company's email settings with subject of "Task Reminder":

<company logo>

Company name>

<today's date>

Dear <case_manager>,

This email is to remind you that you have a task due.

Client: <client_first_name> <client_last_name>

Task Name: <step_name>

Due Date: <due_date>

Please complete the task as quickly as possible to avoid delays in processing.

Regards

Student Loan Toolbox