

Subject: Friendly Reminder: Final Day to Submit Your Project

Dear Rohan Sharma,

I hope this message finds you well.

This is a friendly reminder that today, [insert date], is the final day to submit your project for Hotel Royal's main LOGO Design.

Please ensure all files are uploaded or delivered by tomorrow, as we are on a tight timeline to review and proceed to the next phase. If you encounter any challenges or foresee delays, don't hesitate to reach out so we can assist or discuss further.

Thank you for your dedication and hard work. I look forward to reviewing your submissions and am confident in the creativity and quality you bring to JB Graphics.

Best regards,

Jack Bhabhor