

Reminder Email

Subject: Gentle Reminder: Technical Specifications for Project Titan Due by October 25, 2024

Dear Mr. Rao,

I hope you are doing well. I wanted to send a gentle reminder regarding the technical specifications needed for **Project Titan**, which are due by **October 25, 2024**. These specifications are crucial for us to move forward, and I appreciate your attention to this matter.

As we prepare for the next steps of the project, having the specifications on time will ensure that we stay on schedule. Our team is eager to continue working closely with you to achieve the project goals and deliver high-quality results.

If there's anything I can assist with or if you need more time, please feel free to let me know. Your timely response would be greatly appreciated, and I look forward to hearing from you soon.

Best regards,

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