Subject: **Upcoming Deadline - Project Proposal**

Hi Team,

Just wanted to send a quick reminder that we have a project proposal due next **Monday, November 12th**. The proposal is due at **10:00 am**.

We'll be presenting the proposal to the client on **Tuesday, November 13th** therefore, it is very important that the proposal is completed and submitted on time.

Kindly come prepared with any questions or concerns that you may have about the project to avoid a missed deadline.

If you have any questions, please don't hesitate to reach out.

Thank you, and I'll see you all on Monday.

Best Regards,

Mihir Parate