

Subject: Clarification on Project Deadlines

Hello Team,

I hope this message finds you well. I wanted to clarify the deadlines for our current project to ensure everyone is aligned and we meet our goals efficiently.

1. ****Research Phase Completion****: The research phase must be completed by November 10th. Please ensure all your findings are documented and shared by this date.

2. ****Draft Preparation****: The first draft of your reports should be ready by November 17th. We will have a review meeting on November 18th to discuss feedback and adjustments.

3. ****Final Submission****: The final version of all reports needs to be submitted by November 25th. Make sure all edits and suggestions are incorporated by then.

If there are any questions or if you anticipate any issues meeting these deadlines, please let me know as soon as possible. Thank you for your hard work and dedication.

Best regards,

[Your Name]