

# Serene Sync.

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## Reminder Letter to Submit Documents

**Alexis Walsh**

404 Maple Avenue  
Savannah, GA 30308

May 20, 2050

**Mr. Logan Thompson**

873 Jehovah Drive  
Staunton, GA 30308

Dear Mr. Thompson,

The purpose of this letter is to remind you of the upcoming deadline regarding the submission of required documents to Serene Sync. As per our previous discussions, you have agreed to provide these documents that are critical for us to continue with our joint project.

If you have already submitted the required documents, kindly disregard this reminder.

# Sample Reminder Letter To Submit Documents

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