

Hello [CLASS/HOUSE] Family!

I'm trying to finalize our [CLASS/HOUSE] auction project, and I need your help.

I can see that you've contributed to our auction project by procuring [LIST MISSING ITEM(S)]. Can you give me an update about [this item/these items]? The deadline to turn in these items has already passed [CLASS/HOUSE PROJECT ITEM DEADLINE]. I need to start packaging our auction project for the next steps in the process, but I can't do that without your items.

Please contact me with an update as soon as you can, and thanks so much for helping me out.

[YOUR NAME]