

Freelance Assignment Check-in

Dear [Client's Name],

I hope this message finds you well. I wanted to take a moment to check in regarding the status of my current assignment, [Project Name/Description].

As of now, I have completed the following tasks:

- [Task 1]
- [Task 2]
- [Task 3]

I am currently working on [Next Task/Upcoming Work] and aim to have it completed by [Deadline]. If there are any changes in your expectations or any additional information you would like to share, please let me know.

Thank you for the opportunity to work on this project. I look forward to your feedback.

Best regards,

[Your Name]

[Your Contact Information]