

Milestone Action Request

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Milestone Action Request for [Project Name]

Dear [Client's Name],

I hope this message finds you well. This letter serves as a formal request for action regarding the milestone achieved in our project, [Project Name]. As of [Milestone Date], I have completed the following:

- [Description of completed work]
- [Description of completed work]
- [Description of completed work]

As per our agreement, I kindly ask for your review and approval of the completed tasks so we can proceed to the next phase. Additionally, please let me know if you need any further information or revisions.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio, if applicable]