Milestone Check

Dear [Client's Name],

I hope this message finds you well. I am writing to provide you with an update on our current project milestone:

Milestone Achieved: [Milestone Name]

Date of Completion: [Completion Date]

Summary of Work Completed:

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

Next Steps:

- [Next Step 1]
- [Next Step 2]

Please let me know if you have any feedback or if there is anything specific you would like me to address.

Thank you for your continued collaboration!

Best Regards,
[Your Name]
[Your Contact Information]