

Follow-Up on Project Deadline Concerns

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our recent discussions about the [Project Name] timeline. As we are approaching critical milestones, I want to address the concerns regarding the deadlines.

It would be beneficial to arrange a meeting to assess our current progress and any potential roadblocks that may affect our schedule. I believe open communication is essential for keeping the project on track.

Could you please let me know your availability for a meeting this week? I appreciate your attention to this matter and look forward to your timely response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]