

Pool Renovation Project Status Update

Date: [Insert Date]

To: [Recipient's Name] [Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to provide you with an update on the status of the pool renovation project at [Project Location]. As of today, the following milestones have been achieved:

- Completion of the demolition phase
- Installation of new plumbing and electrical systems
- Excavation and preparation for new surfacing

Looking ahead, we expect to begin the tiling and coping phase by [Insert Date]. Our team is working diligently to ensure that we stay on schedule, and we will continue to keep you informed of our progress.

If you have any questions or need further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued support and trust in us during this project.

Sincerely,

[Your Name] [Your Title] [Your Company Name] [Your Company Address] [City, State, Zip Code]