

# Progress Report

**Date:** [Insert Date]

**To:** [Recipient's Name]

**From:** [Your Name]

**Subject:** Pool Refurbishment Progress Report

## Project Overview

This report outlines the progress made on the pool refurbishment project initiated on [Start Date]. The refurbishment aims to enhance the facility's aesthetics and functionality.

## Progress Summary

- **Demolition Phase:** Completed on [Completion Date]
- **Structural Repairs:** In Progress, scheduled completion by [Date]
- **Tiling & Surface Work:** Started on [Start Date], ongoing
- **Landscaping:** Scheduled to begin on [Date]

## Challenges Faced

[Describe any challenges faced during the refurbishment, e.g., weather delays, material supply issues]

## Next Steps

- Complete structural repairs by [Date]
- Commence tiling work post-repair completion
- Monitor progress of landscaping phase

## Conclusion

Overall, the project is on track to meet the planned timeline. We appreciate your support and understanding as we work towards completing the refurbishment.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]