

Vendor Milestone Expectations Alignment

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Alignment on Milestone Expectations

Dear [Vendor Contact Name],

We hope this message finds you well. As we progress with our partnership, we would like to ensure that we are aligned on the expectations regarding the upcoming milestones of our project.

Milestone Overview

- **Milestone 1:** [Description, Due Date]
- **Milestone 2:** [Description, Due Date]
- **Milestone 3:** [Description, Due Date]

Expectations

For each milestone, we expect the following:

- Timely delivery of all deliverables.
- Regular updates and communication regarding progress.
- Immediate notification of any potential challenges or delays.

Please confirm your understanding of these expectations, and do not hesitate to reach out if you have any questions or need further clarification.

Thank you for your attention to this matter. We look forward to your confirmation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]