

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Subcontractor Company Name]

[Subcontractor Address]

[City, State, Zip Code]

## **Subject: Request for Progress Report**

Dear [Subcontractor's Name],

I hope this message finds you well. As part of our ongoing project management efforts, we would like to request a progress report regarding your current work on [Project Name/Description]. This report should include:

- Current status of the project
- Tasks completed since the last report
- Upcoming tasks and timeline
- Any issues or concerns encountered

We kindly ask that you submit this report by [Due Date]. This will help us ensure that the project stays on schedule and any challenges can be addressed promptly.

Thank you for your cooperation. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]