

Project Update Request

Date: [Insert Date]

To: [Project Manager's Name]

From: [Your Name]

Subject: Project Update Request for [Project Name/ID]

Dear [Project Manager's Name],

I hope this message finds you well. I am writing to request an update on the current status of the [specific project name or ID] that we are subcontracted for. We would appreciate any details regarding progress, challenges faced, and expected timelines for upcoming milestones.

Understanding the current status is crucial for us to align our resources and ensure smooth coordination moving forward. If possible, please include any updated documents or reports that reflect the latest information.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]