

Milestone Summary

Date: [Insert Date]

To: [Client Name]

From: [Subcontractor Name]

Project: [Project Name]

Milestone Summary:

Milestone	Description	Completion Date	Status
[Milestone 1]	[Description of Milestone 1]	[Completion Date]	[Status]
[Milestone 2]	[Description of Milestone 2]	[Completion Date]	[Status]

Comments: [Any additional comments or concerns]

Thank you for your attention.

Best Regards,

[Your Name]

[Your Title]

[Subcontractor Company Name]