

Subcontractor Progress Summary Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Progress Summary for Key Milestones

Project Name: [Insert Project Name]

Overview

This report summarizes the progress made by [Subcontractor Name] on the key milestones as of [Insert Date].

Key Milestones

Milestone	Target Date	Status	Comments
[Milestone 1]	[Target Date 1]	[Status 1]	[Comments 1]
[Milestone 2]	[Target Date 2]	[Status 2]	[Comments 2]
[Milestone 3]	[Target Date 3]	[Status 3]	[Comments 3]

Conclusion

[Insert any concluding remarks regarding the subcontractor's performance and next steps]

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]