

Milestone Assessment Report

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Project Milestone Assessment for [Project Name]

Project Overview

Project Name: [Project Name]

Project Start Date: [Start Date]

Expected Completion Date: [Completion Date]

Milestone Assessment Details

Milestone	Expected Date	Actual Date	Status	Notes
[Milestone 1]	[Expected Date 1]	[Actual Date 1]	[Status 1]	[Notes 1]
[Milestone 2]	[Expected Date 2]	[Actual Date 2]	[Status 2]	[Notes 2]

Conclusion

Please provide your feedback by [Feedback Deadline]. We appreciate your efforts on this project and look forward to your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]