

Project Milestone Update Notification

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Project Milestone Update Notification

Dear [Subcontractor's Name],

We hope this message finds you well. We are writing to provide you with an update on the current status of the project milestones as per our agreement.

Milestone Details:

- **Milestone 1:** [Description] - Status: [Completed/In Progress/Delayed]
- **Milestone 2:** [Description] - Status: [Completed/In Progress/Delayed]
- **Milestone 3:** [Description] - Status: [Completed/In Progress/Delayed]

As of [Insert Date], we would like to request your feedback on the current progress. Please ensure that any necessary adjustments are made to stay on schedule.

Thank you for your continued cooperation. We look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]