

Update on Sourcing Process

Dear Team,

I hope this message finds you well. I am writing to provide an update on our current sourcing process.

As of today, we have successfully completed the following milestones:

- Identified potential suppliers
- Conducted initial outreach
- Received preliminary proposals

Next steps include:

- Reviewing proposals with the team
- Conducting supplier interviews
- Finalizing our shortlist by next week

Thank you for your continued support and collaboration in this process. If you have any questions or need further information, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]