

Window Replacement Project Milestones Schedule

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Milestones Schedule for Window Replacement Project

Project Milestones

- **Milestone 1:** Project Kick-off Meeting - [Insert Date]
- **Milestone 2:** Completion of Initial Assessment - [Insert Date]
- **Milestone 3:** Review and Approval of Window Designs - [Insert Date]
- **Milestone 4:** Order Placement for Windows - [Insert Date]
- **Milestone 5:** Delivery of Windows - [Insert Date]
- **Milestone 6:** Installation Start Date - [Insert Date]
- **Milestone 7:** Installation Completion - [Insert Date]
- **Milestone 8:** Final Inspection - [Insert Date]
- **Milestone 9:** Project Close-out - [Insert Date]

We appreciate your cooperation and look forward to a successful project.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]