

Window Replacement Project Phase Timeline

Dear [Recipient's Name],

We are pleased to share the timeline for the upcoming window replacement project at [Project Location]. Below are the key phases and their corresponding dates:

Project Phases

- **Phase 1: Initial Assessment** - [Start Date] to [End Date]
- **Phase 2: Material Procurement** - [Start Date] to [End Date]
- **Phase 3: Installation Preparation** - [Start Date] to [End Date]
- **Phase 4: Installation of Windows** - [Start Date] to [End Date]
- **Phase 5: Final Inspection and Cleanup** - [Start Date] to [End Date]

We appreciate your patience and understanding as we work to improve the windows in your area. Please feel free to reach out if you have any questions or concerns.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]