

Expedited Project Completion Confirmation Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of the expedited project [Project Name/ID], which was scheduled for completion on [Original Completion Date]. Given the importance of this project, we would appreciate an update on its progress and any potential challenges you may be facing.

We understand that unforeseen circumstances may arise, but we kindly ask for a confirmation of the revised completion timeline. This information will assist us in planning our next steps effectively.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]