

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the completion timeline of the Swift project that we are currently working on. As we approach the deadlines, it is crucial for us to be aligned on the project milestones and final deliverables.

Could you please provide an updated status on the project's progress and any potential obstacles that may affect the completion date? Understanding these details will greatly assist us in planning accordingly.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]