

Construction Project Progress Inquiry

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current progress of the [Project Name] construction project located at [Project Location]. As we are approaching the next phase of the project, we would appreciate an update on the following:

- Current completion percentage
- Any challenges faced thus far
- Upcoming milestones and timelines
- Any potential changes in the project schedule

We value your expertise and want to ensure that we are aligned throughout this process. Please provide us with your insights at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]