

# Municipal Grant Project Update Follow-Up

Date: [Insert Date]

To: [Grant Officer's Name]

From: [Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

Dear [Grant Officer's Name],

I hope this message finds you well. I am writing to follow up on our recent submission regarding the [Project Name] funded through the [Grant Program Name]. We wanted to provide you with an update on our progress and any developments that have occurred since our last report.

As of today, we have completed the following milestones:

- [Milestone 1]
- [Milestone 2]
- [Milestone 3]

We are currently working on [Current Tasks/Challenges] and anticipate that we will achieve [Next Steps/Goals] by [Expected Date].

If you have any questions or require further information, please do not hesitate to reach out. We appreciate your continued support and look forward to your feedback.

Thank you for your time.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]