

Construction Project Progress Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to provide you with an update on the progress of the [Project Name] construction project as of [Current Date].

Project Progress Summary

- **Current Phase:** [Description of current phase]
- **Percentage of Completion:** [Current percentage]
- **Key Milestones Achieved:**
 - [Milestone 1]
 - [Milestone 2]
 - [Milestone 3]

Upcoming Tasks

- [Task 1]
- [Task 2]
- [Task 3]

We appreciate your continued support and collaboration. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]