

Construction Project Schedule Follow-up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]
[Your Position]
[Your Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the construction project schedule for [Project Name] as discussed in our previous meetings.

As of today, I would like to confirm the following key milestones:

- Phase 1 Completion: [Date]
- Phase 2 Start: [Date]
- Final Inspection: [Date]

Please let me know if there have been any updates or changes to the timeline. It is crucial for us to stay aligned to ensure the smooth progress of the project.

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

Warm regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]