

Road Resurfacing Project Status Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Status Update on Road Resurfacing Project

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with an update on the current status of the road resurfacing project in our area.

As of today, we have completed the following phases:

- Phase 1: Preliminary assessment and planning - Completed on [Date]
- Phase 2: Public awareness and community meetings - Completed on [Date]
- Phase 3: Initial construction and milling - Completed on [Date]

We are currently in Phase 4, which involves the application of new asphalt. This phase began on [Start Date] and is expected to be completed by [Expected Completion Date]. Weather permitting, we are on track to meet this timeline.

We appreciate the patience and cooperation of the community during this process and remain committed to minimizing disruptions. Should you have any questions or require further details, please feel free to reach out.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]