

Consulting Assignment Timeline Update

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Update on Consulting Assignment Timeline

Dear [Client's Name],

I hope this message finds you well. I am writing to provide you with an update on the timeline for our current consulting assignment.

Project Overview

The consulting assignment aims to [briefly describe the objectives of the assignment].

Current Status

As of today, we have completed the following tasks:

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

Next Steps

Looking forward, we anticipate the following tasks to be completed by the specified dates:

- [Task 4] - [Due Date]
- [Task 5] - [Due Date]
- [Task 6] - [Due Date]

Conclusion

We appreciate your continued support and partnership. If you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]