

Subject: Update on Multilingual Translation Progress

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the progress of our multilingual translation project.

As of today, we have successfully completed the translation of the following materials:

- [Document/Material 1] - Translated into [Language 1]
- [Document/Material 2] - Translated into [Language 2]
- [Document/Material 3] - Translated into [Language 3]

We are currently working on:

- [Document/Material 4] - Estimated completion by [Date]
- [Document/Material 5] - Estimated completion by [Date]

If you have any questions or require further details, please do not hesitate to reach out.

Thank you for your ongoing support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]