

Project Health Check

Date: [Insert Date]

To: [Recipient's Name]

Project: [Project Name]

From: [Your Name]

Subject: Project Health Check Update

Introduction

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an update on the health check for the [Project Name] project.

Summary of Health Check

As of [Insert Date], the following key areas have been assessed:

- **Scope:** [Status of project scope]
- **Schedule:** [Status of project schedule]
- **Budget:** [Status of project budget]
- **Risks:** [Current risks identified]
- **Stakeholder Engagement:** [Status of stakeholder engagement]

Recommendations

Based on the assessment, the following recommendations are proposed:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Next Steps

We will schedule a follow-up meeting to discuss this health check in detail. Please provide your availability for the upcoming week.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]