

Internal Consultancy Progress Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Progress Update on Consultancy Project

Overview

This is a progress update on the ongoing consultancy project titled "[Project Title]". As of today, we have reached several key milestones.

Progress Highlights

- Completed initial assessment phase by [insert date].
- Conducted stakeholder interviews and gathered insights.
- Identified key areas for improvement and proposed solutions.

Next Steps

Moving forward, we will focus on:

- Finalizing the draft report by [insert date].
- Scheduling follow-up meetings with stakeholders.
- Presenting findings and recommendations by [insert date].

Challenges

We have encountered some challenges, including [briefly describe challenges]. We are working actively to address these issues.

Conclusion

Thank you for your continued support. Please feel free to reach out if you have any questions or require further information.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]