

Update on Review Assessment Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the timeline for the review assessment process.

As of today, the key milestones are as follows:

- Initial Review Phase: [Start Date] - [End Date]
- Feedback Collection: [Start Date] - [End Date]
- Final Review: [Start Date] - [End Date]
- Submission of Final Report: [Submission Date]

We appreciate your patience and cooperation during this process. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]