

Milestone Documentation Request

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Request for Project Milestone Documentation

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our ongoing project, we are reaching out to request your documentation related to the following project milestones:

- Milestone 1: [Description]
- Milestone 2: [Description]
- Milestone 3: [Description]

In order to ensure everything is on track and meet our project deadlines, we kindly ask that you provide the necessary documentation by [Insert Due Date]. This will help us maintain clear communication and a smooth workflow.

Thank you for your cooperation. Should you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]