

Supplier Project Milestone Progress Report

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

From: [Your Name]

Company: [Your Company]

Project Title: [Project Name]

Milestone Progress Summary

Milestone	Due Date	Status	Comments
[Milestone 1]	[Due Date]	[Status]	[Comments]
[Milestone 2]	[Due Date]	[Status]	[Comments]

Next Steps

[Describe the next steps to be taken and any actions required from the recipient.]

Conclusion

We appreciate your support and collaboration on this project. Please feel free to reach out if you have any questions or require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]