

Progress Tracking for Competitive Exam Preparation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Progress Tracking Update

Dear [Recipient's Name],

I hope this message finds you well. I wanted to provide you with an update on my progress regarding my preparation for the [Name of Competitive Exam]. Below are the key areas of my study plan and the progress made thus far:

Study Areas

- **Mathematics:** Completed chapters 1-5, practice tests taken.
- **Logical Reasoning:** Completed 70% of the exercises, focusing on patterns and sequences.
- **General Knowledge:** Reviewed current affairs from the past six months.
- **Mock Tests:** Took 3 full-length mock tests with an average score of [Insert Score].

Goals for Next Month

- Complete the remaining chapters in Mathematics.
- Increase mock test frequency to weekly.
- Focus on weak areas identified in the recent mock tests.

Your support and guidance have been invaluable during this journey. I am looking forward to becoming even more adept as I prepare for the exam.

Thank you for your ongoing encouragement.

Best regards,

[Your Name]

[Your Contact Information]