

# Construction Timeline Update

Date: [Insert Date]

To: [Contractor's Name]  
[Contractor's Company Name]  
[Contractor's Address]  
[City, State, Zip Code]

Dear [Contractor's Name],

We hope this message finds you well. We would like to provide you with an update regarding the construction timeline for the [Project Name/Description]. As of today, we have completed the following milestones:

- [Milestone 1 - Completion Date]
- [Milestone 2 - Completion Date]
- [Milestone 3 - Completion Date]

Looking forward, we are on track for the following upcoming phases:

- [Upcoming Phase 1 - Expected Start Date]
- [Upcoming Phase 2 - Expected Start Date]
- [Upcoming Phase 3 - Expected Start Date]

Please feel free to reach out if you have any questions or require additional information.

Thank you for your continued cooperation and support.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]