

Milestone Review Notification

Date: [Insert Date]

To: [Contractor Name]

From: [Your Name]

Company: [Your Company Name]

Subject: Project Milestone Review - [Project Name]

Dear [Contractor Name],

We are writing to formally review the progress of the [Project Name] as we have reached the milestone of [Milestone Description]. This review is essential to assess your performance and ensure that the project is on track.

Milestone Details

- Milestone Achieved: [Details of the Milestone]
- Completion Date: [Date]
- Comments: [Any specific comments or observations]

Next Steps

We invite you to provide a report detailing your current progress, challenges faced, and anticipated timeline for the next phase by [Due Date].

Thank you for your continued cooperation and hard work.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]