

## **Subject: Scheduling a Discussion Regarding Project Progress**

Dear [Client's Name],

I hope this message finds you well. I would like to schedule a discussion to review the progress of our current project, address any concerns, and ensure we are aligned on the next steps.

Could you please provide your availability for a meeting next week? I am flexible with timings and can adjust according to your schedule.

Thank you for your attention, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]