

Construction Phase Progress Review

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Project: [Project Name]

Contract Number: [Insert Contract Number]

Dear [Contractor's Name],

We are writing to inform you that we will be conducting a progress review for the [Project Name] project on [Insert Date]. The review aims to assess the status of the work completed to date, discuss any challenges encountered, and outline the next steps required to ensure the project remains on track.

Please prepare the necessary documentation, including:

- Current project schedule
- Progress photographs
- Updated budgets and forecasts
- Any outstanding issues or delays

The meeting will take place at [Insert Location] and is scheduled for [Insert Time]. Your attendance is crucial for a productive discussion.

We look forward to your cooperation in this review and your continued commitment to the successful completion of the project.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]