

# Interdisciplinary Coordination Letter

Date: [Insert Date]

To: [Contractor Name]  
[Contractor Address]  
[City, State, Zip Code]  
[Email Address]

From: [Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]

Subject: Progress Tracking and Interdisciplinary Coordination

Dear [Contractor Name],

We are writing to address the ongoing interdisciplinary coordination efforts and the progress tracking of the [Project Name]. As part of our commitment to ensuring smooth collaboration among all contractors involved, we would like to outline several key points:

- Current status of deliverables.
- Upcoming deadlines and milestones.
- Identification of any potential conflicts or overlapping work areas.
- Action items required from each discipline.
- Next coordination meeting schedule.

Please provide us with an updated report on your progress by [Insert Due Date]. It is essential that we maintain effective communication to address any challenges promptly and keep the project on track.

Thank you for your attention to this matter. We appreciate your cooperation and look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]