

# Phased Completion Schedule for Construction Project

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Phased Completion Schedule for [Project Name]

Dear [Recipient's Name],

We are pleased to present the phased completion schedule for the [Project Name] construction project. This schedule outlines the key milestones and deliverables that we commit to achieving throughout the construction phases.

## Phased Completion Schedule

Phase	Description	Start Date	Completion Date
Phase 1	Site Preparation	[Start Date]	[Completion Date]
Phase 2	Structural Work	[Start Date]	[Completion Date]
Phase 3	Finishing Work	[Start Date]	[Completion Date]
Phase 4	Final Inspection	[Start Date]	[Completion Date]

We anticipate that each phase will proceed as scheduled. However, please note that unforeseen circumstances may impact the timeline. We will keep you informed of any changes. Your cooperation and support are greatly appreciated as we work towards the successful completion of this project.

Please feel free to reach out if you have any questions or need further clarification regarding the schedule.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]