

Subject: Update on Phased Completions

Dear [Stakeholder Name],

We hope this message finds you well. We are writing to provide you with an update on the progress of our project and the upcoming phased completions.

As previously communicated, we have outlined our timeline for the completion of each phase. Below is a summary of the current status:

- **Phase 1:** [Description] - Completion Date: [Date]
- **Phase 2:** [Description] - Completion Date: [Date]
- **Phase 3:** [Description] - Anticipated Completion Date: [Date]

We understand the importance of these phases to you and your team, and we are committed to maintaining clear communication throughout this process. Our project management team is available to answer any questions and address any concerns you may have.

Thank you for your ongoing support and collaboration. We look forward to achieving our milestones together.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]