

Follow-Up on Construction Contract Fulfillment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the construction contract between [Your Company Name] and [Recipient's Company Name] dated [Contract Date]. As we approach the completion date, I wanted to check in on the progress and ensure that everything is on track.

Please provide an update on the following items:

- Current status of the construction work
- Any delays or issues encountered
- Projected completion date
- Final payment arrangements

Thank you, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]