

# QA Testing Phase Updates and Expectations

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

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Dear [Recipient Name],

As we progress through the QA testing phase of [Project Name], I would like to provide you with an update on our current status and outline our expectations moving forward.

## Current Status

- **Testing Scope:** [Description of the scope of testing]
- **Completed Tests:** [List of tests that have been completed]
- **Issues Found:** [Summary of any issues identified during testing]

## Next Steps

- **Pending Tests:** [List of upcoming tests]
- **Resolved Issues:** [Brief status on previously identified issues]

## Expectations

We expect the following by the next update:

- All critical issues to be addressed
- Continued collaboration between teams
- Adherence to the testing timetable as planned

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]