

Property Progress Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Progress Update on Under Contract Properties

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the properties that are currently under contract.

Property Details

- **Property Address:** [Address 1]
 - **Status:** [In Progress/Completed]
 - **Expected Closing Date:** [Date]
 - **Notes:** [Any additional information]
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- **Property Address:** [Address 2]
 - **Status:** [In Progress/Completed]
 - **Expected Closing Date:** [Date]
 - **Notes:** [Any additional information]

Please feel free to reach out if you have any questions or need further information regarding any of the properties.

Thank you for your continued support and trust.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]