

Milestone Approval Request

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Subject: Request for Approval of Contract Milestone

Dear [Client's Name],

I hope this message finds you well. As per our contract dated [Insert Contract Date], we have reached the following milestone:

Milestone Description:

[Brief description of the milestone achieved]

Completion Date:

[Insert Completion Date]

Deliverables:

[List of deliverables included in this milestone]

We kindly request your approval for this milestone to proceed to the next phase of our project. Please review the above details and let us know if you approve of this milestone. Your timely response is appreciated to ensure we remain on schedule.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]