

Contract Feasibility Study Update

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to provide you with an update on the feasibility study concerning the [Project Name] contract. As of [Update Date], we have completed several key milestones:

- Initial data collection and analysis.
- Stakeholder interviews conducted.
- Market analysis report drafted.

Our findings thus far indicate that [briefly summarize key findings]. We are currently working on [next steps or areas of focus]. We appreciate your ongoing support and involvement in this project.

We anticipate providing a comprehensive report by [Expected Completion Date]. Please feel free to reach out if you have any questions or need further information.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]