

Utility Service Project Timeline Reminder

Date: [Insert Date]

Dear [Recipient's Name],

This is a friendly reminder regarding the timeline for the utility service project we are currently undertaking.

Project Phases:

- **Phase 1:** Project Kick-off - [Start Date]
- **Phase 2:** Site Preparation - [Start Date to End Date]
- **Phase 3:** Installation - [Start Date to End Date]
- **Phase 4:** Testing & Configuration - [Start Date to End Date]
- **Phase 5:** Project Completion - [Estimated Completion Date]

Please ensure that all necessary preparations are in place for each upcoming phase. If you have any questions or require further clarification, feel free to reach out.

Thank you for your attention to this matter. We appreciate your cooperation in making this project a success.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]