

Project Review Request

Date: [Insert Date]

To: [Board Member/Committee Name]

From: [Your Name/Your Position]

Subject: Request for Project Review - [Project Name]

Dear [Board Member/Committee Name],

I hope this message finds you well. I am writing to formally request a review of the [Project Name] for consideration at the upcoming board meeting scheduled for [Insert Date]. This project aims to [briefly describe the project's objectives and significance].

We have made significant progress in the following areas:

- [Key Achievement 1]
- [Key Achievement 2]
- [Key Achievement 3]

We believe that your insights and guidance will be invaluable in moving forward with this project. Enclosed, please find the relevant documentation including the project plan, budget overview, and current status report for your review.

Thank you for considering this request. I look forward to your feedback and appreciate your support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]