

Professional Project Update Message Template

Subject: [Project name] - Weekly status update and next milestones

Hi [Client name],

I wanted to provide you with a quick update on the progress of [project name] and outline what's coming up next week.

Completed this week:

- [Specific deliverable 1] - completed on [date]
- [Specific deliverable 2] - delivered ahead of schedule
- [Meeting/milestone achieved]

Current status:

We're currently [percentage]% complete and on track to meet our [milestone/deadline]. The team has been working on [current focus area], and we've made significant progress on [specific achievement].

Coming up next week:

- [Upcoming deliverable with date]
- [Scheduled meeting/review]
- [Next milestone target]

I wanted to flag that we may need your input on [specific item] by [date] to keep everything moving smoothly. Could you please review [specific document/decision] when you have a moment?

As always, please don't hesitate to reach out if you have any questions or concerns. I'm here to ensure this project exceeds your expectations.

Best,

[Your name]

[Project title]

[Direct phone number]

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