[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Progress Report on Consulting Deliverables**

Dear [Consultant’s Name],

I hope this message finds you well. I am writing to request a progress report on the deliverables outlined in our consulting agreement for [Project Name], dated [AGREEMENT DATE].

To ensure alignment and continued momentum, we kindly ask that you provide an update addressing the following:

1. Current status of each deliverable as defined in the project scope.
2. Milestones achieved to date and any deviations from the original timeline.
3. Challenges encountered and the proposed solutions to address them.
4. Next steps planned for the upcoming phases of the project.

We would appreciate it if you could send the progress report by [*specific deadline, e.g., “close of business on [Date]”*]. If necessary, we are happy to schedule a meeting to review the report and discuss any adjustments needed.

Please feel free to reach out to me directly at [Email Address] or [Phone Number] if you have any questions or require clarification.

We value your expertise and dedication to this project and look forward to receiving your update.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]