[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Project Timeline Update**

Dear [Consultant’s Name],

I hope this message finds you well. I am writing to request an update on the timeline for the ongoing consulting project, [Project Name], which was initiated on [Project Start Date].

As we approach [*specific milestone or timeframe, e.g., “the end of the second phase” or “the upcoming review meeting on [Date]”*], we would appreciate an updated overview of the project’s progress, including:

1. [*Specific deliverables completed to date.*]
2. [*Status of any pending tasks or activities.*]
3. [*Revised timeline for any phases or milestones, if applicable.*]

This information will help us ensure that we are aligned on expectations and prepared for the next steps in the project. If there have been any changes to the original schedule or unforeseen challenges, please include those details as well.

We value the effort and expertise you bring to this project and look forward to your response. Please feel free to contact me directly at [Email Address/Phone Number] if you need further clarification or additional information from our side.

Thank you for your attention to this matter.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]