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| |  | | --- | | **Memorandum** | | **[Sender's Name]** | |  |  |  | | --- | | To:  [Receiver Name]  [Receiver Title]  Date:  [Date memo is sent] | | From:  [Sender Name]  [Sender Title] | | |  | | --- | |  | |  | | Subject: Request for Project Progress Reports  [Introduction – describe the objective briefly in the opening paragraph.]  Dear [Team],  [Body text.] I hope this memo finds you well. I am writing to request progress reports for the ongoing [Project Name]. As the project has reached a critical phase, it is important that we gather updated information on each team member's progress to ensure smooth coordination and timely completion.  To facilitate this process, I kindly request that each team member submit a progress report by [Deadline]. The report should include the following details:   * Accomplishments: Summarize the key milestones, tasks, or deliverables that have been successfully completed since the last progress update. * Work in Progress: Outline the tasks or activities currently in progress, highlighting any challenges, dependencies, or potential risks that need attention. * Planned Next Steps: Specify the upcoming tasks, deadlines, or targets to be achieved in the next reporting period.   [Conclusion – End with a call to action.] Support or Resource Needs: If there are any specific requirements or obstacles that require assistance or resources from other team members or departments, please clearly communicate them in the report.  Thank you for your prompt attention to this matter. Your timely progress reports will greatly contribute to our collective success in delivering the project on schedule and meeting our objectives.  Regards,  [Name] | |