**Memorandum**

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| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

**TO:** [Team]

**DATE:** [Date Sent]

**SUBJECT**: [Request for Project Progress Reports]

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
* Work in Progress
* Planned Next Steps

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.

Please submit your progress reports to me via [preferred method of submission] by [Deadline]. It is important to provide accurate and concise information to ensure effective monitoring and support for the project.

Should you have any questions or require further clarification on the reporting format or content, please do not hesitate to reach out to me. I am available to provide guidance and support throughout this process.

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]