**Date:**

**To**

**[The Recipient Name]  
[Designation]**

**Re. Report Letter on the Preparation of Worksheets**

Dear [NAME],

I am [NAME], the [POSITION] from the company. The company is currently working on the Plastic Management and Recycling of Waste Management (PMRM) with [NAME THE OTHER COMPANY]. Both companies have been working on the project which has sheer importance in its impact that is a social, economic, and environmental challenge.

The company took this project on [DATE] and has been working on the collection, framing, organization, and management of the data. The project has initiated its phase-I which is data collection and its compilation and reorganization. The letter has been written to inform and report on the current stage of the work and development of the worksheets.

The initial stage was rigorous and expanded research which was completed on [DATE]. The researched and collected data has been in the process of compilation and organization through worksheets with the help of data entry operations and many software.

The data was found incomplete, and a new frame of research has been required. The realization of the data accuracy and completeness was in the stage-ii. Therefore, the worksheets task has been stopped and delayed for a while till the verification of the available data and correction of errors found.

We expect it to resume from [DATE]. In case of further details, please respond to me with your kind remarks. Moreover, the team members want to arrange a meeting with all the executive members working on the current project. Please let us know at your earliest convenience so that a meeting can be arranged, and all the queries can be filled. Thank you.

Regards.

[Your Name]