**Date: [DATE]**

**To**

**[The Recipient Name]  
[Designation -ABC Company]**

**Re. Reporting the Construction Progress at [NAME THE BUILDING] by [NAME THE CONSTRUCTOR COMPANY]**

Dear [NAME],

I am delighted to write to you to report the progress in the construction works at the [NAME THE BUILDING]. It is penned to share with you that the structure of the [NAME THE BUILDING] has been in the process and is 75% completed. I am happy to tell you that we shall achieve the target of completing the grey structure of the building ten days before the deadline. The construction work has been undergoing speedily under the sheer supervision of Mr. [NAME].

Mr. [NAME] came into the supervision of the current construction project on [DATE]. I take pride in sharing that the construction process sped 2x with his advent to the project. Mr. [NAME] is an Assistant Project Manager of our company who joined us recently on [DATE]. He has proved himself to be an industrious and dedicated person.

Construction of the grey structure has almost been completed to 75%. The remaining 25% can be completed in one week with a similar pace of work. Moreover, paint and interior works shall be initiated after two weeks of completing the grey structure. Meetings with the interior designers are already underway to finalize the interior sets and designs.

Images of the completed construction have been shared, please find them in the attachment. Also, let me know your response to the site work. Please call me for more details at [PHONE]. Thank you.

Regards

[Your Name]  
[Designation -Company Name]