Date:

To:

From:

Company’s name:

**Subject: Concern about the slow progress of the project**

Dear [Mention the name of the project manager],

This letter is being written to let you know that I have noticed the slow progress of the project [Mention the name of the project]. The deadline for submission of the project is very close and you know that a late submission hurts the reputation of the company. Therefore, I am very much concerned about it.

I have been noticing since last month that there are significant delays in the submission of tasks. Despite the fact that the company is supporting the team morally and financially, the progress of the project is too slow. To be honest, I did not expect it.

I understand that there are many such situations when the progress of the project is not according to the timeline stated by the team earlier. However, reevaluating and planning again can help your catch up with the expected deadline.

If there is anything you need my support on, feel free to contact me. Thank you so much for giving attention to this matter.

Regards,

Name of the sender