

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Subject: Progress Update: [Project Name] - Discovery Phase

Dear [Recipient Name],

I am writing to provide an update on the progress of the initial discovery phase for [Project Name]. Since our kickoff on [Start Date], we have been focusing on gathering requirements and defining the core scope of the project.

Work Completed to Date:

- Completed initial stakeholder interviews.
- Reviewed existing documentation and workflows.
- Conducted [Number] research sessions/workshops.
- Identified key technical and functional requirements.

Current Status:

The discovery phase is currently [Percentage]% complete. We are on track to meet the milestone deadline of [Deadline Date].

Next Steps:

- Finalize the Discovery Findings Report.
- Conduct a formal review meeting on [Date].
- Obtain sign-off on the project roadmap and budget.

Items Requiring Attention:

- [Item 1: e.g., Pending access to specific data sets]
- [Item 2: e.g., Confirmation of user testing group]

Thank you for your ongoing support. Please let me know if you have any questions regarding this update.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]