

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

RE: Progress Update - First Draft Review of [Contract Name/Reference Number]

Dear [Recipient Name],

I am writing to provide a status update regarding our review of the first draft of the [Contract Name] received on [Date].

Our legal and project teams are currently evaluating the terms and conditions outlined in the document. We are making steady progress and are focusing on ensuring all technical requirements and commercial protections are accurately reflected.

At this stage, we anticipate completing our initial internal review by [Expected Completion Date]. Following this, we will provide you with a marked-up version of the agreement containing our comments and proposed revisions.

We appreciate your patience as we conduct this thorough assessment. Should you have any urgent questions in the meantime, please feel free to reach out.

Sincerely,

[Signature]
[Typed Name]