

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

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

Re: Progress Update on [Contract Name/Reference Number]

Dear [Recipient Name],

I am writing to provide a formal update regarding the status of our ongoing contract negotiations for [Project/Service Name].

Our legal and procurement teams have completed a thorough review of the initial draft. We are currently finalizing revisions related to the following sections:

- [Section Name/Topic 1]
- [Section Name/Topic 2]
- [Section Name/Topic 3]

We are making steady progress and aim to provide a redlined version of the agreement for your review by [Date]. We believe these adjustments will ensure the contract aligns with the objectives discussed in our previous meeting.

If you have any urgent questions or wish to schedule a brief call to discuss specific clauses before we send the draft, please let me know.

Thank you for your continued patience and cooperation.

Sincerely,

[Signature]
[Sender Name]