

To: sunrise666@gmail.com

Subject: Update about the project

Dear Mr.Smith,

Hope you are doing well.I am writing this email because I have been thinking about our project and wanted to follow up on it. Would it be possible to receive an update on the project's current status?

Team members have completed the work of backend but designing of the project remained ,if you could provide it as soon as possible then we can handover this project to the client. Also, if there is a requirement of any co-worker to resolve the disruption or any essential software for easy working then inform us.

I am looking forward to hearing your response.

Best Regards,

Vrunda Patel

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