

## Write a short email to the engagement partner

Write a short email to the engagement partner, explaining your findings, and include suggestions as to what needs to be changed

Subject: Update on Project Progress

Dear Claire,

I hope this email finds you well. I wanted to provide you with a brief update on the progress of our current project.

Over the past few weeks, the team has been diligently working on [briefly outline key tasks or milestones]. We've encountered [mention any challenges or notable achievements], and I believe it's important for you to be informed about our efforts to address them.

As we move forward, we are focused on [highlight upcoming priorities or objectives] and ensuring that we stay on track with the project timeline. If you have any specific preferences or areas of concern you'd like us to prioritize, please feel free to let me know.

Additionally, we are open to scheduling a brief meeting at your convenience to discuss the project in more detail or address any questions or feedback you may have.

Thank you for your continued support, and I look forward to hearing from you.

Best Regards,

Aadi Puttaswamy T

Sr. Data Analyst

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