

Sub:- Status update for client meeting.

Dear Rejo,

I hope this email finds you well. I am writing this mail for latest update on ongoing projects, as we have important client meeting within 2 days.

As you know, we have six projects for this client, and they would like us to expedite the work and deliver at least three projects by the end of this month.

I hope we can find best possible way to do it , however we have to present best plan to complete projects within deadline.

Please share update for all projects and any suggestion you may have regarding this matter.

Best regards,

Makshud Qureshi