Subject: Project status Update

Dear Team Leader,

Hello Mr. Shashank, I hope this email finds you well.

I’m writing to request a brief update on the progress of our Product development project.

I’d like to Understand the current status of the key deliverables and any potential challenges or roadblocks we might be facing. Your insights will help me align my work and ensure that we stay on track to meet our projects goals.

Thank you for your time and attention to this matter.

Best Regards,

Mayur Parmar.s