Email 4: Email Asking for a Status Update

From : pragatibala15@gmail.com

To : rxyz@gmail.com

Subject : Subject: Request for Status Update on Project

Dear Anjali,

I hope you are doing well. I am reaching out to inquire about the current status of project. We are approaching deadline, and an update would be greatly appreciated to ensure everything is on track.

If there are any issues or changes to the timeline, please let me know so we can adjust accordingly. Your insights are crucial for the next steps.

Thank you for your time. I look forward to your update.

Best regards,

Pragati Bala