

# **PwC Switzerland Power BI Job Simulation**

## **Task 2**

Subject: Project Progress Update

Dear Claire,

I trust this message finds you in good spirits. I would like to take this opportunity to share a concise update regarding the status of our ongoing project.

In recent weeks, our team has been actively engaged in [briefly outline key tasks or milestones]. We have faced [mention any challenges or notable achievements], and I feel it is essential to keep you informed about our strategies to tackle these issues.

As we progress, our attention is directed towards [highlight upcoming priorities or objectives] to ensure we adhere to the established project timeline. Should you have any particular preferences or concerns that you would like us to prioritize, please do not hesitate to reach out.

Furthermore, we are more than willing to arrange a brief meeting at your convenience to delve deeper into the project or to address any questions or feedback you might have. Thank you for your ongoing support, and I eagerly await your response.

Best Regards,

Eka Praveen