

STATUS UPDATE REQUEST EMAIL

Subject: Request for Status Update – System Migration Project #2024-03

Dear James,

I hope this email finds you well. I'm following up on the system migration project for the Toronto data center that was initiated last week. Could you please provide an update on:

- Current completion status of the initial backup phase
- Any technical challenges encountered
- Expected timeline for the next phase

This information will help us adjust our project timeline if needed.

Thank you for your time.

Best regards,
Sandeep Tundiya
Network Administrator Specialist
Cisco

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