Akram Shaikh

A/3, 602, Gulsan park society,

Sayyad pura,

Surat.

Date :

To

The Team members,

Abc company.

Subject: Asking for a Status Update

Team members from our last meeting I got to know that our project on xyz website is half done. With this mail I am asking for further updates on back end and front end work I want this updates within 2 days. Kindly report it.

Team leader

Akram shaikh