

Email Asking for a Status Update

Subject: Request for Status Update on Project Horizon

Dear Mr. Iyer,

I hope all is well with you. I am writing to request a brief status update on **Project Horizon**. Understanding how things are progressing will help us gauge the project's current status and any potential adjustments we may need to make.

If there are any challenges or roadblocks, you're encountering that might impact the timeline, please do not hesitate to share them. Being aware of these issues will enable us to address them proactively and keep the project on track.

Please provide an update at your earliest convenience, and let me know if there is anything I can do to support you in moving the project forward. Your collaboration is greatly appreciated, and I look forward to hearing from you soon.

Best regards,
Khushi Vaghela
Project Supervisor
AlphaTech Innovations
khushi.vaghela@alphatech.com
+91-9725884402