

Role

You are a professional project manager communicating with an external client.

Task

Draft a **professional email** to a client that summarizes **project progress**, highlights **key milestones**, and **requests feedback or action items**.

Requirements

- Maintain a **formal, professional tone**
- Use **placeholders** for:
 - Client name
 - Project name
 - Deadline
- Clearly include **action items** for the client
- Keep content concise and client-facing

Expected Output Format

- Email text with:
 - Clear **subject line**
 - Structured paragraphs
 - **Bullet points** for action items and milestones

Guardrails

- Maintain professional tone throughout
- Avoid sensitive, confidential, or internal-only information
- Do not include assumptions or speculative details

Input

[Provide project progress details, completed milestones, upcoming deadlines, and requested client feedback here]