**Provide your client with troublesome news regarding status of his project**.

- behind schedule ( request for prolongation)

- lack of approval ( necessity to acquire green light from production manager)

- subject to tests ( still to come )

- hinder

- undertake steps to

- pursue

**Client – give suggestions**

- streamline the process

- we are willing to ……………………….however

- we do understand inconvenience you have faced however

- mitigate

- assign

- allocate

- facilitate

Inform your client about current status of your project . Clarify that project has been running smoothly

Company:

- I would like to assure you that

- Have no doubts that

- within timeline

- in line with specifications

- smoothly

- progressing

- encountered obstacles

Client :

- enquire about

- could you be more specific

- keep me up to date

- anticipate

- oversee

-notify

- extend scope