

Casual Progress Update Transmittal Email

Subject: Quick Update & Document Package - [Project Name]

Hey [Recipient Name],

Hope you're doing well! Just wanted to send over the latest document package for [Project Name] and give you a quick update on where we're at.

What's Included:

- Updated progress photos (looking great!)
- This week's meeting minutes
- Revised schedule showing we're actually 3 days ahead
- Updated safety reports (still maintaining zero incidents!)

Quick highlights: The [specific work] is wrapping up nicely, the [another specific work] team is starting next Monday, and we managed to solve that [issue] without any cost impact. Pretty happy with how everything's moving along.

Take a look when you get a chance and let me know if you have any questions or concerns. No rush, but if you could review the schedule updates by Friday that would be awesome.

Feel free to call me if you want to chat about any of this stuff.

Cheers,

[Your Name]

[Phone]

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