



PROJECT A BUILDING

DRAFT MONTHLY PROJECT UPDATE LETTER

Company A

123 Fake Street, Suite 221

Halifax, NS, B1B ____

Bus: 902.999. ____

Fax: 902.998. ____

Email: developments@companya.ca

Date

This is to inform you that construction is ongoing for the Project A Building project. In the past month, the concrete for the second floor was poured and work continued in the interior of the building.

Next month Contractor Z plans to pour the third floor concrete. No street or service disruptions are expected at this time.

Should you have any questions or concerns please feel free to contact the below:

CONTACT INFORMATION:

General Contractor: Contractor Z
Contractor Z Contact Name
Ph: 902.444. ____
Email: contactname@contractorz.ca

Our company has been retained by Company A as the general contractor to complete work on the Project A Building development. Should any questions arise throughout construction, please feel free to contact the undersigned. Thank you for your interest in this project.

Yours Truly,
Contractor Z

Contractor Z Contact Name
Project Manager