

# INFORMAL EMAIL TO A TEAM MEMBER

From,

Name of the Sender

Address of the Sender

(Contact Details)

Date: DD-MM-YYYY

To,

Name of the Receiver

Address of the Receiver

[Subject Line]: Updates on the Lemonstone Project

[Content]:

Dear John,

This is concerning our last team meeting for the Lemonstone Project. We had decided that you will be updating the technical specification documents in consultation with the architecture team and submit by today. Kindly let us know on the progress so that we can update the same for this week's project status report.

Thanks in advance for your support.

[Signature]:

Terry V,

Project Management Office,

Email – terry.v@abc.com

Ph – xxxxxxxxxx

