

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client's Name]  
[Client's Position]  
[Client's Company]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to update you on the progress of our jQuery project and to discuss any outstanding items that require your attention.

As of today, we have successfully completed the following milestones:

1. [Milestone 1 description]
2. [Milestone 2 description]
3. [Milestone 3 description]

Additionally, we are currently working on:

- [Current task or feature being developed]

To ensure smooth communication, please let us know your availability for a follow-up meeting to discuss the next steps and any feedback you may have.

Thank you for your continued partnership. We look forward to hearing from you soon.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]