

[Sender Name]
[Sender Title]
[Organization Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization Name]

Subject: Progress Report on Memorandum of Understanding (MOU) - Retail Branch Expansion

Dear [Recipient Name],

This letter serves as a formal progress report regarding the Memorandum of Understanding signed on [Date] between [Organization A] and [Organization B] concerning the expansion of retail branches in [Target Region/City].

Since our last update, we have achieved the following milestones:

- **Site Selection:** [Number] potential locations have been identified and surveyed.
- **Lease Negotiations:** [Number] sites have reached the final stage of lease agreement.
- **Permitting:** Local government applications for [Location Name] have been submitted/approved.
- **Staffing:** Recruitment processes for branch management have commenced.

Currently, the project is [Ahead of/On/Behind] schedule. The following challenges are being addressed: [List any obstacles, e.g., supply chain delays or zoning issues].

Our next steps for the upcoming period include:

- Finalizing interior design and branding for the [Specific Branch] location.
- Executing final lease signatures for [Location Name].
- Commencing the initial marketing campaign for the expansion.

We remain committed to the objectives outlined in the MOU and look forward to the successful launch of these new branches. Please let us know if you require a formal meeting to discuss these updates in further detail.

Sincerely,

[Signature]

[Sender Name]
[Organization Name]