

# Club Progress Report Submission Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization/Club Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the submission of the progress report for [Club Name] for the period of [insert time frame]. This report is essential for our records and will aid in assessing our ongoing activities and achievements.

Please include any updates on events, member engagement, financial statements, and future plans. We aim to compile the information by [insert deadline], so I would appreciate your timely response.

Thank you for your attention to this matter. If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Club]

[Your Contact Information]