

Follow-Up on Interim Report Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for the interim report regarding [specific topic or project] that was due on [due date]. As we are approaching our next meeting, having this report will be greatly beneficial for our discussions.

If you could provide an update on the status of the report or the anticipated delivery date, I would greatly appreciate it.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]