

# **Inquiry Regarding Interim Club Report Submission**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the submission process for the interim report for our club, [Club Name]. As the deadline approaches, I would like to ensure that we are on track and complying with all requirements.

If you could provide any specific guidelines or required formats for the report, it would be greatly appreciated. Additionally, please let me know if there are any updates or changes to the submission timeline.

Thank you for your attention to this matter. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Club Name]

[Your Contact Information]