

Interim Performance Report Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Club Name]

[Club Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing efforts to assess and enhance our club's performance, I would like to formally request an interim performance report.

The report will help us evaluate our progress against our goals and identify any areas that may need further attention. Please include relevant metrics and insights regarding member engagement, financial performance, and any notable achievements within the reporting period.

We would greatly appreciate having this report by [insert due date], to allow for adequate review prior to our upcoming meeting.

Thank you for your cooperation and support in this matter. If you have any questions or require further information, please feel free to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Club Name]