

Dear Club Members,

This is a friendly reminder to submit your interim reports by the end of this month. Your contributions are valuable for our continued success and collaboration.

Key details:

- **Submission Deadline:** [Insert Date]
- **Format:** [Insert Format Instructions]
- **Where to Submit:** [Insert Submission Method]

If you have any questions, feel free to reach out.

Thank you for your attention and support!

Sincerely,
[Your Name]
[Your Position]
[Club Name]