

Interim Report Submission Request

Date: [Insert Date]

To: [Club Advisor/Committee Name]

From: [Your Name]

Subject: Request for Interim Report Submission on Club Activities

Dear [Advisor/Committee Name],

I hope this message finds you well. As we reach the midpoint of our club activities for this semester, I would like to formally request the submission of an interim report detailing the progress of our ongoing projects and events.

The interim report will provide valuable insights into our achievements, challenges faced, and plans for the remainder of the semester. We aim to ensure accountability and maintain momentum in our initiatives.

Please include the following information in your report:

- Overview of activities and events conducted
- Participation statistics
- Budget updates and financial summary
- Highlights and challenges encountered
- Plans and goals for the upcoming months

Kindly submit the report by [Insert Deadline]. We appreciate your cooperation and look forward to receiving your detailed insights soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Club Name]