

Notification of Interim Club Report Due

Dear [Club Members/Committee],

This is a friendly reminder that the interim report for our club is due on **[Due Date]**. Please ensure that all required sections are completed and submitted by this date.

The report should include:

- Progress on club activities
- Financial updates
- Challenges faced and solutions proposed

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

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Position]

[Club Name]