

Request for Interim Report Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Club Name]

[Club Address]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the end of the current quarter, I would like to kindly request an interim report update regarding the activities, achievements, and financial status of [Club Name]. This information is crucial for our ongoing assessments and planning.

Could you please provide the report by [Insert Deadline]? If you require any assistance or further information to complete the report, feel free to reach out.

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

Sincerely,

[Your Name]

[Your Contact Information]