

Dear [Member's Name],

We hope this message finds you well. As we approach the time for our interim report, we are reaching out to request your valuable contributions.

Your insights and experiences are crucial to showcasing the accomplishments and progress our club has made this year. We kindly ask you to submit your reports detailing your activities, achievements, and any challenges faced.

Please send your contributions to [Email Address] by [Deadline Date]. This will allow us to compile the report and share it with all members.

Thank you for your continued support and dedication to our club. We look forward to hearing from you soon!

Warm regards,

[Your Name]

[Your Position]

[Club Name]