

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

[City, State, Zip Code]

**RE: Submission of Continuing Activity Report for [Project/Grant Name or ID Number]**

Dear [Recipient Name],

Please find enclosed the Continuing Activity Report for the period of [Start Date] to [End Date] regarding the aforementioned project.

This report provides a detailed overview of the activities conducted, milestones achieved, and any challenges encountered during this reporting period. We have also included updated financial statements and documentation as required by the reporting guidelines.

The project continues to align with the agreed-upon objectives, and we remain committed to achieving the final goals within the projected timeline.

Should you require any additional information or further clarification regarding the contents of this report, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your ongoing support of this activity.

Sincerely,

[Signature]

[Printed Name]

[Title]

Enclosure: Continuing Activity Report