<u>To</u>: [INSERT CLUSTER LEAD ORGANISATION], Sebedoh

From:

Time: [Insert]

Dear Cluster Lead,

Please be advised that we have not received a daily Sit Rep on activities related to your cluster for [INSERT DAY].

The IASC urgently requires Daily Sit Reps on all cluster activities in Sebedoh. Please send these via email (to this address) immediately.

Kind regards,