

Inquiry About Pass/Fail Status

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about my pass/fail status for the [specific exam, course, or program name] that took place on [date]. I would greatly appreciate any updates regarding my performance and whether I have successfully passed or failed.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]