

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding some discrepancies I have observed in my recent test results dated [Insert Test Date].

Upon reviewing the results provided to me, I noticed that the [specific details of the discrepancies, e.g., "scores for section A are inconsistent with my previous results"]. This has raised concerns and I would appreciate if you could provide further information regarding the factors that might have contributed to these differences.

Understanding the reasons behind these discrepancies is important for me as it impacts my [mention any relevant implications, e.g., "academic performance, treatment plan, etc."]. I kindly request a meeting or a written response to address these issues at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Contact Information]