

Apology for Delay in Standardized Test Score Reporting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in reporting the standardized test scores for [Test Name] that were scheduled to be released on [Original Release Date].

Due to [brief explanation of the reason for the delay], we were unable to provide the scores on time, and I understand how important this information is to you and your planning.

We are actively working to resolve the issues and expect to have the scores available by [New Release Date]. In the meantime, we appreciate your patience and understanding during this time.

If you have any questions or require further information, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]