

# Subject: Explanation of Standardized Test Score Postponement

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain the postponement of my standardized test scores for [Specify Test Name, e.g., SAT, ACT, GRE]. Due to [briefly explain reason, e.g., unforeseen circumstances, health issues, etc.], I was unable to receive my scores within the expected timeframe.

I understand the importance of these scores in the evaluation process and am actively working with the testing agency to resolve any outstanding issues. I anticipate that my scores will be available by [insert expected date] and will ensure that they are submitted promptly once received.

Thank you for your understanding and patience during this time. If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]