

Letter of Explanation for Unforeseen Circumstances Affecting Test Scores

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to explain the unforeseen circumstances that have affected my test scores for [Subject/Exam Name] taken on [Date of Exam].

Unfortunately, during the weeks leading up to the exam, I encountered [briefly describe the unforeseen circumstances, e.g., a medical emergency, family issues, etc.]. This situation negatively impacted my preparation and performance on the test.

I understand the importance of these scores and assure you that I am committed to my academic success. I am taking steps to address these issues and ensure they do not affect my future performance.

Thank you for your understanding and consideration of my circumstances. I am hopeful that you will take this information into account when reviewing my test scores.

Sincerely,

[Your Name]

[Your Contact Information]