

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the standardized test results for [Test Name], which were scheduled to be released on [Original Release Date]. As of today, I have yet to receive any updates, and I would like to inquire about the status of these results.

Understanding that delays can occur, I appreciate any information you can provide regarding the expected timeline for the release of the results. This information is important for [reason, e.g., planning future academic steps, maintaining schedules, etc.].

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]