

Letter of Inquiry

Date: [Insert Date]

[Insert Your Name]

[Insert Your Address]

[Insert City, State, Zip Code]

[Insert Your Email Address]

[Insert Your Phone Number]

[Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution/Organization Name]

[Insert Institution Address]

[Insert City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the standardized test scores for [Insert Test Name] that were scheduled to be released on [Insert Release Date]. As of today, I have yet to receive any information regarding the scores.

Understanding that unforeseen circumstances can cause delays, I would appreciate any updates you can provide concerning the estimated timeline for when the scores will be available. This information is crucial for my [academic/career planning, application process, etc.].

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

Sincerely,

[Insert Your Name]