

Notification of Delayed Standardized Test Scores

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you that the release of the standardized test scores originally scheduled for [Original Date] has been delayed. Due to [Reason for Delay], we are unable to provide scores at this time.

We understand how important these results are to you, and we are working diligently to resolve the situation. We anticipate that the scores will be available by [New Expected Date]. We will keep you updated should anything change.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and patience during this time. If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Best regards,
[Your Name]
[Your Title]
[Organization Name]
[Contact Information]