

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/University Name]

[School/University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concern regarding the missing academic report for [specific course or program] for the [semester/year]. Despite my efforts to obtain it, I have not yet received the report, and I am worried about its implications on my academic standing.

I understand that delays can happen, but I would appreciate any updates you can provide regarding the status of the report. If there are any further actions I need to take to facilitate this process, please let me know.

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

Sincerely,

[Your Name]