

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the delayed processing of my report card for the [Specify Term/Year]. I was expecting to receive my report card by [Specify Date], but it has not yet been received.

Please let me know if there are any issues or additional information needed from my side to facilitate this process. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]