

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[School/Institution Name]
[School Address]
[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 delivery of the report cards for [specific period/semester]. As the distribution date approaches, I want to ensure that I stay informed about the timeline and any potential delays.

Understanding the importance of report cards in tracking academic progress, I appreciate your attention to this matter. If there are any updates or information you could provide, it would be greatly appreciated.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]