

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

[Recipient Name]  
[School/Institution Name]  
[Institution Address]  
[City, State, ZIP Code]

Subject: Inquiry Regarding SSC Results

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the results of the Secondary School Certificate (SSC) examination for [specific examination year/term].

I would appreciate any information regarding the release date of the results and any relevant details about the process for accessing them. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Roll Number/Registration Number, if applicable]