

Dear Ms. Example,

I hope this day finds you well.

I am writing because I have concerns about the acceptability of my TOEFL score. I have a 25 in Reading, a 24 in Writing, a 20 in Listening, and a 21 in Speaking. I am certainly cautiously optimistic that my scores will be acceptable to the admissions committee at the time that they are making their decisions. However, after navigating the admissions website extensively and carefully analyzing the available information, I feel there is still more I need to know.

While your departmental website offers copious amounts of helpful information, I was unable to locate TOEFL specifications that would indicate whether or not I should retake the exam. It seems possible that you may have no absolute score requirement, and that my TOEFL score will merely be part of holistic assessment of my eligibility. However, it also seems equally plausible that there is a TOEFL requirement, but that your office has not made the requirement available publicly. Conversely, perhaps you have published the scores, but I was simply unable to successfully locate them on your website.

Regardless, it is very important to me to know your exact policy regarding TOEFL and TOEFL scores. Any information you could give me that sheds light on this important issue would be greatly appreciated.

Yours sincerely,

Mr Example