

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a copy of my IQ test results that were administered on [date of the test] at [location of the test].

For my personal records and further understanding of my cognitive abilities, I would greatly appreciate it if you could provide me with a copy of the results at your earliest convenience.

If there are any forms or fees required to process this request, please inform me, and I will ensure they are taken care of promptly.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]