

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to invite you to participate in an IQ test scheduled for [Date] at [Time]. The test will take place at [Location]. This assessment aims to evaluate cognitive abilities and provide insights into your intellectual strengths.

Please confirm your attendance by [RSVP Date]. Should you have any questions regarding the test or require further information, feel free to reach out to us via email or phone.

We look forward to your participation.

Best regards,

[Your Name]  
[Your Title/Organization]