

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide you with information regarding the purpose and process of the IQ test you will be participating in.

The primary purpose of the IQ test is to assess cognitive abilities and intelligence levels in various areas, including logical reasoning, problem-solving, and verbal skills. This evaluation is designed to provide insights into your cognitive strengths and weaknesses, which can help guide educational or occupational decisions and support personal development.

The testing process will involve a series of tasks and questions that are administered in a controlled environment to ensure accuracy and fairness. You will be given clear instructions, and the test typically lasts [duration of the test]. It is important to answer honestly and to the best of your ability, as this will provide the most accurate representation of your cognitive capabilities.

Please ensure that you are well-rested and have set aside adequate time for the test. If you have any questions or concerns prior to your participation, feel free to reach out.

Thank you for your attention, and I wish you the best of luck in the upcoming assessment.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]