

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

Dear Parents/Guardians,

I hope this message finds you well. I am writing to inform you about an upcoming opportunity for your child to participate in an IQ testing program designed to assess their cognitive abilities and learning potential.

The testing will take place on [Date] at [Location]. The results of the assessment may provide valuable insights into your child's strengths and learning styles, which can assist in tailoring their educational experience.

We encourage you to consider whether you would like your child to participate in this important evaluation. Please note that participation is entirely voluntary and requires your consent.

If you have any questions or require further information about the testing process, feel free to reach out to me at [Phone Number] or [Email Address].

Thank you for your attention and support.

Sincerely,

[Your Name]
[Your Title/Position]