

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request information regarding IQ testing services available at [Organization/Institution Name]. I am interested in understanding the procedures, costs, and any prerequisites associated with the testing process.

As part of my ongoing professional development, I believe that obtaining an official IQ score would be beneficial for my personal growth and educational planning. Specifically, I am interested in the types of assessments you offer, the qualifications of the evaluators, and the expected timeline for receiving results.

If possible, I would also appreciate any materials or brochures that provide further insight into the testing process and what I can expect during the evaluation.

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

Sincerely,

[Your Name]
[Your Title/Occupation] (if applicable)