

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to inform you of recent changes regarding the administration of the IQ tests that are implemented by [Your Organization]. These changes are aimed at enhancing the testing process and improving accuracy in assessments.

[Briefly outline the specific changes, such as new testing methods, updated materials, or changes in scheduling.]

We believe that these modifications will not only streamline the testing process but also provide a more comprehensive assessment of individuals' cognitive abilities.

We appreciate your understanding and support as we implement these changes. Should you have any questions or require further information, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]