

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request information regarding the upcoming IQ test scheduled on [date] at [location]. I am particularly interested in understanding the registration process, the type of assessments included, and any prerequisites that may be required before taking the test.

Additionally, I would appreciate it if you could provide details regarding the duration of the test and any materials or items I need to prepare in advance.

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

Sincerely,
[Your Name]