

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of IQ Test Appointment

We are pleased to inform you that you have been scheduled to take the IQ test as part of [Program/Assessment Name]. Below are the details of your appointment:

****Date:**** [Date of the Test]

****Time:**** [Time of the Test]

****Location:**** [Test Venue/Address]

****Duration:**** [Duration of the Test]

Please arrive at least [15/30] minutes early to complete any necessary paperwork. Remember to bring a valid form of identification.

If you have any questions or need to reschedule your appointment, please contact us at [Contact Information].

We wish you the best of luck!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]