

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

Dear [Recipient's Name],

I hope this message finds you well.

We are writing to inform you about the results of the recent IQ testing conducted on [testing date] for [student's name or participant's name]. Thank you for your cooperation and support throughout this process. The evaluation was conducted in accordance with standardized procedures, and we have obtained valuable insights regarding [student's name]'s cognitive abilities.

The results indicate that [a brief summary of the results, e.g., "the score falls within the average range," or "the testing reveals exceptional abilities in specific areas"]. These findings can provide a better understanding of [student's name]'s strengths and areas for potential growth.

We encourage you to schedule a meeting with us to discuss these results in more detail and explore how we can best support [student's name] in their educational journey. Please feel free to contact me at [phone number] or [email address] to set up a convenient time.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Organization/School]