

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

[Recipient Name]
[Recipient's Position]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally report the results of the IQ test conducted on [Date of Testing] for [Name of Person Tested].

The test was administered following the standard procedures, and the results are as follows:

- IQ Score: [Score]
- Classification: [e.g., Average, Above Average, etc.]
- Areas of Strength: [e.g., Verbal Reasoning, Mathematical Reasoning]
- Areas for Improvement: [e.g., Memory Skills]

These results indicate that [Name of Person Tested] demonstrates [brief summary of findings] and should be used for [intended purposes, if applicable].

Please feel free to contact me if you require any further information or clarification regarding these results.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position, if applicable]