

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

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

Dear [Recipient's Name],
Subject: IQ Test Results

I hope this letter finds you well. I am writing to request the results of my recent IQ test conducted on [test date] at [testing location].

I would appreciate it if you could provide me with a detailed report of my scores, including any interpreted analysis or insights about my performance.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]