

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 present the results of the recent IQ test conducted on [Test Date] for [Test Taker's Name]. The assessment was administered using the [Name of IQ Test], a standardized evaluation designed to measure cognitive abilities.

The key results from the test are as follows:

- ****Total IQ Score:**** [XX]
- ****Verbal Reasoning Score:**** [XX]
- ****Quantitative Reasoning Score:**** [XX]
- ****Abstract Reasoning Score:**** [XX]

These scores indicate that [Test Taker's Name] has performed at a [describe performance level, e.g., "superior", "average", "below average"] level compared to the normative data for their age group. I have attached a more detailed report that includes specific areas of strength and suggestions for potential cognitive development opportunities. I would be happy to discuss these results further and provide any additional information you may need.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Contact Information]
[Attachment: Detailed IQ Test Results]