

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

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

Dear [Recipient's Name],

Subject: IQ Testing Outcome Report

We are pleased to provide you with the outcome of your recent IQ assessment conducted on [Date of Assessment].

**\*\*Test Results Summary\*\***

- **\*\*Full Scale IQ Score\*\***: [Score]
- **\*\*Verbal Comprehension Index\*\***: [Score]
- **\*\*Perceptual Reasoning Index\*\***: [Score]
- **\*\*Working Memory Index\*\***: [Score]
- **\*\*Processing Speed Index\*\***: [Score]

**\*\*Interpretation of Results\*\***

Your results indicate that you [explanation of what the scores mean, strengths, and areas for improvement].

**\*\*Next Steps\*\***

We recommend [suggestions for further action, resources, or follow-up assessments].

If you have any questions or would like to discuss your results in further detail, please do not hesitate to contact us.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization's Name]