

[Your Name]  
[Your Title/Position]  
[Your Organization/Institution]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

Subject: IQ Test Results for [Client's Name]

I hope this letter finds you well. I am writing to provide you with the results of the IQ assessment conducted for [Client's Name] on [Date of Assessment]. The evaluation was conducted using the [Name of the IQ Test] and was administered according to standard procedures.

The results are as follows:

- \*\*Full Scale IQ:\*\* [Score]
- \*\*Verbal IQ:\*\* [Score]
- \*\*Performance IQ:\*\* [Score]
- \*\*Percentile Rank:\*\* [Percentile]

[Client's Name] demonstrated strengths in the following areas:

- [Area 1: Description]
- [Area 2: Description]

Areas to consider for further development include:

- [Area 1: Description]
- [Area 2: Description]

These results indicate a general cognitive ability that is [describe overall cognitive performance: above average, average, below average]. It is important to interpret these findings in consultation with educational or psychological professionals who can provide further insights and recommendations for [Client's Name].

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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