

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

Dear [Recipient Name],

Subject: IQ Test Results

I hope this message finds you well. I am writing to share the results of the recent IQ assessment conducted for [Individual's Name] on [Date of Assessment].

The testing was performed using the [Name of the IQ Test] and was evaluated based on standardized criteria. [Individual's Name] achieved a score of [Score] which falls into the [Classification Range, e.g., Average, Above Average, Gifted, etc.].

These results suggest that [Individual's Name] displays particular strengths in the areas of [mention specific strengths or abilities], which may inform future educational or professional development strategies.

Should you have any questions or require further discussion regarding these results or their implications, 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]