

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

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to request information regarding the outcome of my recent IQ test conducted on [date of the test]. I understand that the results are confidential, but I would appreciate any details you could share regarding my performance and any next steps I should be aware of.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]