

[Your Name]  
[Your Title/Position]  
[Your Organization/School]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization/School]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

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

[Student's Name] achieved a score of [Score] on the IQ test, which falls within the [specify range/category if applicable, e.g., average, above average, etc.]. This score reflects [briefly mention any relevant observations or interpretations, if appropriate].

We recommend discussing these results further to explore how they may inform [Student's Name]'s educational journey and support their ongoing development. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting or if you have any questions regarding the results.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization/School]