

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to share the results of the recent IQ test conducted on [Date of Test].

The results indicate that [Test Taker's Name] achieved a score of [Score] on the IQ test. This score places [him/her/them] in the [Percentile Rank] percentile, suggesting [a brief interpretation of the results, e.g., 'above average intellectual ability'].

Should you require any further details or clarification regarding the test or results, please do not hesitate to contact me.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Organization/Institution, if applicable]