

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

Dear [Recipient's Name],

We are writing to inform you that the results of your recent IQ test have been processed.

Your IQ score is [Score], which places you in the [Percentile Rank or Category] range. This score reflects your performance in areas such as [mention some relevant cognitive skills tested, e.g., logical reasoning, problem-solving, etc.].

If you have any questions regarding your results or would like to discuss them further, please feel free to reach out to us at [contact information].

Thank you for your participation in the testing process.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]