

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

[Recipient Name]
[Recipient's Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the IQ testing services offered by [Organization/Institution Name]. I am interested in understanding the process, availability, and any prerequisites for taking the test.

Could you please provide me with information regarding the following:

1. The types of IQ tests available
2. Scheduling and location options
3. Costs associated with the testing
4. Any recommended preparations prior to testing

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]