

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an IQ test for [specific reason or context, e.g., academic assessment, personal evaluation, etc.].

I believe that undergoing this assessment will provide valuable insights into my cognitive abilities and help me in [explain how the test will benefit you or your situation].

I kindly ask for your assistance in scheduling this test at your earliest convenience. If there are any forms or information you require from me, please let me know.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]