

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an evaluation of my intelligence quotient (IQ) through your organization. I am interested in obtaining a comprehensive assessment for personal and academic purposes. I believe that understanding my cognitive abilities and learning style will help me in making informed decisions regarding my educational and career pathways.

Please provide me with information on the evaluation process, including the costs, scheduling, and any required documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]