

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

Dear [Recipient's Name],

I am writing to request an IQ test for [specific purpose, e.g., personal assessment, educational evaluation, etc.]. I believe that undergoing this assessment will provide valuable insights into my cognitive abilities and help guide my future endeavors.

Could you please provide information on the testing process, any associated costs, and available dates? I am eager to learn more about the steps involved in scheduling the test.

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

Sincerely,  
[Your Name]