

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an IQ evaluation for [Individual's Name], who is [Individual's Age] years old. We believe that an assessment of cognitive abilities will provide valuable insights into [his/her/their] learning style and potential areas for growth.

[Optional: Brief explanation of the context or reasons for the evaluation, e.g., "As [Individual's Name] is experiencing challenges in school, we feel that a formal evaluation would help in understanding [his/her/their] needs better."]

We would appreciate any information regarding the evaluation process, including costs, scheduling, and any necessary forms or documentation required.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Relationship to Individual, if applicable]