

[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 hope this message finds you well. I am writing to request an IQ assessment for myself/my child [select as appropriate].

Given the importance of understanding cognitive abilities, I believe that an IQ assessment will provide valuable insights into [specific reasons or concerns, e.g., academic performance, learning difficulties, etc.].

Please let me know the necessary steps to initiate this process, including any required documentation and potential costs. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]