

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

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

Dear [Recipient Name],

Subject: Request for IQ Evaluation

I hope this letter finds you well. I am writing to formally request an IQ evaluation for [Name of the individual to be evaluated], who is [his/her/their age] years old.

****1. Background Information****

- Brief introduction of the individual (age, educational background, etc.)

- Reason for the evaluation request

****2. Purpose of Evaluation****

- Explanation of why the evaluation is needed (educational placement, assessment of learning difficulties, etc.)

****3. Specific Requests****

- Type of evaluation requested (standardized tests, clinical assessment, etc.)

- Any preferred dates or timelines for the evaluation

****4. Contact Information****

- Indicate how you can be reached for further discussion or clarification

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

Sincerely,

[Your Name]

[Your Title/Relationship to Individual, if applicable]