

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding IQ testing services provided by your organization.

I am interested in [specific reason for testing, e.g., personal assessment, educational evaluation, etc.], and I would like to know more about the testing process, including the types of assessments available, scheduling options, and associated fees.

Additionally, if there are any prerequisites or documentation required prior to the testing, please let me know.

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

Sincerely,

[Your Name]