

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an IQ test to be administered for [reason for the request, e.g., educational assessment, employment evaluation, personal interest].

I believe that undergoing this assessment will provide valuable insights into my cognitive abilities and help me [explain how the results may be used, e.g., in academic placement, career development, etc.].

Please let me know the process for scheduling the test, including any required forms, fees, and available dates. I am open to both in-person and online options, depending on what is most convenient.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]