

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the IQ testing services offered by [Organization Name]. I am particularly interested in the following information:

1. ****Test Types:**** What types of IQ tests do you administer?
2. ****Eligibility:**** Are there specific eligibility criteria for taking the tests?
3. ****Schedule:**** How can I schedule a testing appointment, and what are the available dates and times?
4. ****Fees:**** What are the costs associated with the testing?
5. ****Results:**** How and when will I receive my test results?

I appreciate your assistance in this matter and look forward to your prompt response. Thank you for your time.

Sincerely,
[Your Name]