

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

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

Dear [Recipient Name],

Subject: Request for Creation of General Knowledge Question Paper

I hope this letter finds you well. I am writing to request the creation of a General Knowledge question paper for [specific purpose, e.g., an upcoming examination, quiz competition, etc.].

The intended topics for the question paper include:

1. [Topic 1]
2. [Topic 2]
3. [Topic 3]
4. [Additional topics, if any]

I would appreciate it if the question paper could include a mix of multiple-choice questions, true/false statements, and open-ended questions, focusing on varying levels of difficulty.

Please let me know if you require any further information or if there are specific guidelines that need to be followed.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Institution, if applicable]