

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Organization Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Distribution of General Knowledge Question Papers

I hope this letter finds you well. We are pleased to inform you that the General Knowledge question papers for [specific event, exam, or purpose] are ready for distribution.

Please find enclosed the question papers and the relevant guidelines for their use. We kindly request you to ensure the following:

1. Maintain confidentiality of the question papers until the scheduled distribution date.

2. Provide assistance to the candidates as required during the examination.

3. Ensure the safe collection of all materials post-examination.

Should you have any questions or require further assistance, please do not hesitate to contact us at [your contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization Name]

[Your Contact Information]