

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

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

Dear [Recipient's Name],

Subject: Explanation Regarding General Knowledge Question Paper

I hope this letter finds you well. I am writing to provide a detailed explanation of the General Knowledge question paper that was recently administered. Below are the key points I would like to highlight:

1. **\*\*Objective of the Paper\*\***:
  - [Briefly state the main purpose of the GK question paper.]
2. **\*\*Structure of the Paper\*\***:
  - [Explain the format: number of questions, types of questions, timing, etc.]
3. **\*\*Topics Covered\*\***:
  - [List the major topics included in the paper.]
4. **\*\*Scoring Criteria\*\***:
  - [Outline how the marking is structured, including any penalties for wrong answers, if applicable.]
5. **\*\*Importance of GK Knowledge\*\***:
  - [Discuss the relevance of GK in the respective field or general education.]

Thank you for your attention to this matter. Should you have any further questions or require additional information, please feel free to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Contact Number]