

[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]