

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

[Recipient's Name]
[Recipient's Title/Designation]
[Institution/Organization Name]
[Address]

[City, State, ZIP Code]
Dear [Recipient's Name],

Subject: Formatting for General Knowledge Question Paper

I hope this letter finds you well. I am writing to propose a template for the General Knowledge (GK) question paper that ensures clarity and consistency in presentation.

****Question Paper Title:**** General Knowledge Assessment

****Instructions:****

- Read each question carefully before answering.
- Write your answers in the provided answer booklet.

****Format:****

1. ****Section A: Multiple Choice Questions (MCQs)****

- [1] Which is the capital of France?

- a) Berlin
- b) Madrid
- c) Paris
- d) Rome

- [2] Who wrote "Hamlet"?

- a) Charles Dickens
- b) William Shakespeare
- c) Mark Twain
- d) Leo Tolstoy

2. ****Section B: Short Answer Questions****

- [1] Define Democracy.
- [2] List the main causes of World War I.

3. ****Section C: Essay Questions****

- [1] Discuss the impact of technology on modern education.
- [2] Explain the significance of the United Nations.

****Note:**** Ensure to leave enough space for answers in the answer booklet.

Thank you for considering this format. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]