

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

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

Subject: Grading of General Knowledge Question Paper

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the grading of the General Knowledge question paper that was conducted on [Date of Examination]. Below are the details of the examination for your reference:

****Examination Details:****

- Subject: General Knowledge
- Date of Examination: [Date]
- Total Marks: [Total Marks]
- Marks Obtained: [Your Marks]

****Student Details:****

- Name: [Your Name]
- Roll Number/ID: [Your Roll Number/ID]
- Class/Grade: [Your Class/Grade]

I kindly ask you to review and grade the examination paper at your earliest convenience. If any discrepancies arise or if further information is needed, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Contact Number]
[Your Class/Position]