

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

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

Dear [Recipient's Name],

Subject: Guidelines for General Knowledge Question Paper

I hope this message finds you well. I am writing to outline the guidelines for the General Knowledge question paper to ensure clarity and uniformity in the assessment process.

1. **Objective**: The purpose of the General Knowledge question paper is to evaluate the candidates' awareness of current affairs, historical events, geography, and general science.

2. **Format**:

- Total Number of Questions: [XX]
- Types of Questions: Multiple Choice, True/False, Short Answer
- Duration: [XX] minutes

3. **Content Areas**:

- Current Affairs
- History and Culture
- Geography
- Science and Technology
- Sports and Entertainment

4. **Marking Scheme**:

- Correct Answer: [X] marks
- Incorrect Answer: [Y] marks deduction
- Unattempted Questions: [0] marks

5. **Additional Instructions**:

- Instructions for candidates regarding the attempt order and time management.

- Rules pertaining to the use of resources (if applicable).

I look forward to your feedback and approval regarding these guidelines.

Thank you for your attention to this matter.

Sincerely,

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