

[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]

Dear [Recipient's Name],

Subject: Outline for General Knowledge Question Paper

I hope this letter finds you well. I am writing to propose an outline for the General Knowledge question paper. Below is the suggested structure:

1. **\*\*Introduction\*\***
  - Purpose of the question paper
  - Importance of general knowledge
2. **\*\*Content Overview\*\***
  - Major topics to be covered
  - History
  - Geography
  - Current Affairs
  - Science and Technology
  - Sports
  - Culture and Arts
3. **\*\*Question Format\*\***
  - Types of questions
  - Multiple Choice Questions (MCQs)
  - True/False Statements
  - Short Answer Questions
  - Long Answer Questions
4. **\*\*Mark Distribution\*\***
  - Total marks allocated
  - Marks per question type
5. **\*\*Instructions for Students\*\***
  - Time limit
  - Materials allowed
  - Submission guidelines
6. **\*\*Conclusion\*\***
  - Emphasis on the significance of general knowledge

Thank you for considering this outline. I look forward to your feedback and suggestions.

Sincerely,

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