

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

Dear [Recipient's Name],

Subject: Preparation of General Knowledge Question Paper

I hope this letter finds you well. I am writing to discuss the preparation of a General Knowledge question paper for [specific event/exam name, e.g., "the upcoming interschool quiz competition"].

I propose a framework that includes:

1. ****Topics to Cover:****
 - Current Affairs
 - Historical Events
 - Geography
 - Science and Technology
 - Sports
2. ****Number of Questions:****
 - Total: [specify number] questions
3. ****Question Format:****
 - Multiple Choice Questions (MCQs)
 - True or False
 - Short Answer Questions
4. ****Evaluation Criteria:****
 - Marking Scheme
 - Time Allocation

Please let me know your thoughts on this framework and if you would like to add any specific topics or guidelines.

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

Sincerely,

[Your Name]
[Your Position/Role]