

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

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

Dear [Recipient's Name],

Subject: Submission of General Knowledge Exam Answers

I hope this letter finds you well.

I am writing to submit my answers for the General Knowledge examination held on [examination date]. Enclosed with this letter, you will find my completed answer sheet.

Please let me know if there are any issues or if further information is required. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Number]