

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

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

Dear [Recipient's Name],

Subject: Request for Question Paper

I hope this message finds you well. I am [Your Name], a [Your Year/Program] student at [Your Institution]. I am writing to request a copy of the [specific question paper or exam name, e.g., "Midterm Examination for Biology 101"].

Due to [brief reason for your request, e.g., "conflicting schedules" or "academic preparation"], I am unable to [mention what you couldn't do that relates to the question paper]. I believe that having access to the question paper will greatly aid in my understanding of the subject and enhance my academic performance.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)

[Your Program/Department]