

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

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

Dear [Recipient's Name],

Subject: Request for Question Paper

I hope this letter finds you well. I am [Your Name], a [Your Position/Relation, e.g., student, faculty member] at [Your Institution Name]. I am writing to kindly request a copy of the question paper for [specific subject or exam name] scheduled on [date].

[Provide a brief explanation of why you need the question paper, e.g., for preparation, review, etc.]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]