

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

Dear [Recipient's Name],

Subject: Inquiry Regarding Question Paper Format

I hope this letter finds you well. I am writing to request detailed information regarding the format and structure of the question paper for [specific exam/course name] scheduled for [date/semester].

To ensure that I am adequately prepared, I would appreciate if you could provide clarity on the following aspects:

1. **Question Types**: What types of questions will be included (e.g., multiple choice, short answer, essay)?

2. **Number of Questions**: How many questions can I expect to find on the paper?

3. **Mark Distribution**: What is the marking scheme for the different sections?

4. **Duration of the Exam**: How long will we have to complete the question paper?

5. **Materials Allowed**: Are there any specific materials or tools that are permitted during the exam?

Understanding these details will greatly aid in my preparation and ensure I can perform to the best of my abilities.

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

Sincerely,

[Your Name]  
[Your Role/Position, if applicable]  
[Your Student ID, if applicable]