

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the question paper for [subject/course name] scheduled on [date].

Specifically, I would like to know about [specific questions or clarifications regarding the question paper].

Your assistance in this matter would be greatly appreciated.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Contact Information]