

[Your Institution's Name]
[Your Institution's Address]
[City, State, Zip Code]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Examination Question Paper for [Course/Subject Name]
I hope this letter finds you well. Enclosed with this letter, please find the examination question paper for the upcoming [Exam Name, e.g., Midterm/Final Examination] for the course [Course/Subject Name].
Details of the examination are as follows:
- **Date of Examination:** [Date]
- **Time:** [Start Time] to [End Time]
- **Duration:** [Duration in hours/minutes]
- **Total Marks:** [Total Marks]
Instructions for Students:
1. [First instruction]
2. [Second instruction]
3. [Additional instructions if necessary]
We kindly request to ensure that all students adhere to the examination rules and guidelines during this assessment.
Thank you for your cooperation. Should you have any questions or require further clarifications, please do not hesitate to contact me.
Sincerely,
[Your Name]
[Your Position/Title]
[Contact Information]
[Signature (if necessary)]
[Enclosure: Examination Question Paper]