

[Your Institution's Name]

[Institution's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Institution Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Question Paper

I hope this letter finds you well. I am writing to formally request a copy of the question paper for [specific course/subject name] scheduled on [date] for [class/grade level].

The question paper is essential for our preparation and planning for the upcoming examination. We appreciate your assistance in providing this document at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Department/School Name]

[Signature (if sending a hard copy)]