

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[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 writing to formally request a copy of the question paper for  
[subject/course name] for the [specific exam/semester/year]. This will  
greatly assist me in [explain the purpose, e.g., preparing for the exam,  
understanding the syllabus, etc.].  
Your assistance in this matter would be greatly appreciated. Thank you  
for your time and support.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title, if applicable]  
[Your Institution/Organization Name, if applicable]