

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Feedback on Question Paper

I hope this letter finds you well. I am writing to provide feedback on the question paper for [Course/Subject Name] that was administered on [Date of Exam].

1. ****General Impression****

- [Provide your overall impression of the paper, including clarity, relevance, etc.]

2. ****Content and Structure****

- [Discuss the content covered and its alignment with the syllabus.]
- [Mention the structure of the questions - multiple-choice, short answer, etc.]

3. ****Difficulty Level****

- [Comment on the difficulty level of the questions and its appropriateness for the students.]

4. ****Specific Feedback****

- [Include any specific questions that were particularly effective or problematic.]
- [Provide suggestions for improvements or changes for future papers.]

5. ****Conclusion****

- [Summarize your feedback and express appreciation for the opportunity to provide input.]

Thank you for considering my feedback. I believe it will contribute to the improvement of future question papers.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Institution, if applicable]