

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Inquiry Regarding Question Paper  
I hope this letter finds you well. I am writing to inquire about the question paper for the [specific exam/course name] scheduled for [date]. [Provide any relevant details or specific questions you have about the question paper, such as format, topics covered, or any clarifications needed.]  
I appreciate your assistance and look forward to your prompt response.  
Thank you for your time.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Institution, if applicable]