

[Your Institution's Letterhead]

[Date]

To

[Recipient's Name]

[Recipient's Designation]

[Department/Organization Name]

[Address]

Subject: Question Paper Submission for [Subject/Course Name]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to submit the question paper for the [Subject/Course Name] for the upcoming examination scheduled on [Examination Date]. The question paper comprises [number of questions] questions, covering [brief description of topics/units included].

Please find attached the question paper for your review. I would appreciate your feedback and any suggestions for improvement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Contact Information]

[Institution Name]