

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Designation]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Question Paper

I hope this message finds you well. I am [Your Name], a [Your Position/Designation] at [Your Institution/Organization Name]. I am writing to formally request a copy of the question paper for the [specific exam/course name] scheduled on [date of exam].

The question paper will greatly assist us in preparing our students and ensuring they are well equipped for the examination.

Please let me know if there are any forms or procedures required to process this request. I appreciate your support and assistance in this matter.

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

Sincerely,

[Your Name]
[Your Position/Designation]
[Your Institution/Organization Name]