

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

[Recipient Name]
[Recipient Title]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of Question Paper

I hope this letter finds you well. I am writing to formally submit the question paper for [Course/Subject Name] for the [examination/semester/year] to be conducted on [examination date].

The details of the submitted question paper are as follows:

- Course/Subject: [Course/Subject Name]
- Total Questions: [Number of Questions]
- Duration: [Exam Duration]
- Difficulty Level: [Easy/Medium/Hard]

Please find the attached document containing the question paper along with the answer key (if applicable). Should you require any adjustments or further information, feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position/Title]
[Department Name]
[Institution/Organization Name]