

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

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

Dear [Recipient's Name],

Subject: Inquiry Regarding Question Paper

I hope this message finds you well. I am writing to inquire about the question paper for [specific subject/course name] scheduled on [date]. I would appreciate any information you can provide regarding the format, topics covered, and any guidelines I should be aware of.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID or Registration Number, if applicable]