

[Your Institution's Name]
[Your Institution's Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[Department]
[Recipient's Institution/Organization Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Question Paper for [Subject/Course Name]
I hope this message finds you well.
Please find attached the question paper for the [Subject/Course Name]
examination scheduled on [Date of Examination]. The paper consists of
[number] questions covering the syllabus as discussed in our previous
meetings.
Key details of the examination are as follows:
- **Date**: [Date]
- **Time**: [Start Time] to [End Time]
- **Duration**: [Duration]
- **Total Marks**: [Total Marks]
Should you have any queries or require further adjustments, please do not
hesitate to contact me.
Thank you for your attention.
Sincerely,
[Your Name]
[Your Position/Title]
[Your Department]
[Your Contact Information]