

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

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

Dear [Recipient's Name],

Subject: Request for Question Paper

I hope this letter finds you well. I am writing to request the question paper for [specific subject or course name] for the [semester/year]. As a student of [your program/course], I aim to prepare adequately for the upcoming examination.

Please let me know if there are any procedures or requirements I need to fulfill in order to obtain the question paper. I appreciate your assistance in this matter.

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

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Contact Number]