

[Your Name]
[Your Position]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to introduce a new multiple choice assessment that we are implementing at [Your Organization]. This assessment is designed to [briefly explain the purpose of the assessment, e.g., evaluate knowledge, identify learning gaps].

Please find below the details regarding the assessment:

****Assessment Overview:****

- Title: [Title of the Assessment]
- Objective: [State the objective of the assessment]
- Target Audience: [Specify the target audience if applicable]
- Duration: [Estimated time to complete the assessment]

****Assessment Format:****

1. Question Type: Multiple choice
2. Total Questions: [Number of questions]
3. Scoring: [Explain how scoring will be conducted]

****Instructions:****

- Participants will select the correct answer for each question.
- Review your answers before submitting the assessment.

****Deadline:****

Please complete the assessment by [submission deadline].

If you have any questions or need assistance, feel free to contact me at [Your Email Address] or [Your Phone Number].

Thank you for your participation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]