

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

Dear [Recipient Name],

Subject: Multiple Choice Guidelines

I hope this letter finds you well. I am writing to provide you with the detailed guidelines for our upcoming multiple-choice assessment. Please review the points below to ensure the process runs smoothly for all participants.

1. **\*\*Question Format\*\***

- a. Each question will have one correct answer.
- b. All questions should be clearly phrased and free of ambiguity.

2. **\*\*Answer Choices\*\***

- a. Each question will have four answer choices labeled A, B, C, and D.
- b. Ensure answer choices are of similar length and complexity to avoid giving clues.

3. **\*\*Scoring\*\***

- a. Each correct answer will earn [X points].
- b. There will be no penalty for incorrect answers.

4. **\*\*Submission Instructions\*\***

- a. Participants must submit their answers by [submission deadline].
- b. Late submissions will not be accepted.

5. **\*\*Review Process\*\***

- a. All answers will be reviewed for accuracy.
- b. Results will be shared by [date of results announcement].

Please ensure that all involved parties are aware of these guidelines and adhere to them closely to facilitate a fair and efficient assessment process. Should you have any questions or require further clarification, do not hesitate to reach out to me.

Thank you for your cooperation.

Sincerely,

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