

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

Dear [Recipient's Name],

Subject: Clarification on Multiple Choice Issues

I hope this letter finds you well. I am writing to address some concerns regarding the multiple-choice questions from [specific test/assessment name] administered on [date].

1. ****Question Identification****:

- Question Number: [Insert Question Number]
- Topic/Subject: [Insert Topic/Subject]
- Issue: [Briefly describe the issue, e.g., ambiguity, difficulty]

2. ****Additional Concerns****:

- [List any additional questions or issues encountered]

In light of these concerns, I would appreciate your guidance on the following:

- [Insert specific questions or requests for clarification]

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

Sincerely,

[Your Name]
[Your Title/Position]