

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Institution/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my proposal regarding the implementation of multiple choice tests for [specific purpose, e.g., assessment in the curriculum, employee evaluations, etc.]. After thorough research and consideration, I believe that multiple choice tests can provide [briefly state benefits, e.g., efficient assessment, flexibility, easy scoring, etc.].

The proposed structure of the multiple choice tests includes:

1. **\*\*Question Format:\*\*** [Brief description of question style, e.g., single correct answer, multiple answers, etc.]
2. **\*\*Subject Areas Covered:\*\*** [List of subjects/topics included in the test]
3. **\*\*Testing Frequency:\*\*** [Proposed frequency of testing, e.g., quarterly, annually, etc.]
4. **\*\*Scoring Method:\*\*** [Details on how the scoring will be conducted, e.g., automated scoring system, manual assessment, etc.]

I believe that implementing this strategy will [state anticipated outcome, e.g., enhance learning outcomes, improve employee performance, etc.]. I would appreciate the opportunity to discuss this proposal in further detail at your earliest convenience.

Thank you for considering this suggestion. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Institution/Organization, if applicable]