

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the availability of dual-language exam papers for the upcoming [specific exam name] scheduled on [date]. As a [mention your role, e.g., student, educator] committed to academic fairness, I believe that providing exam materials in both [Language 1] and [Language 2] will enhance accessibility for all students and foster a more equitable testing environment.

Many students from diverse linguistic backgrounds face challenges when taking exams that are exclusively in one language. By offering dual-language papers, we can ensure that every student has the opportunity to demonstrate their knowledge and skills effectively.

I appreciate your consideration of this request and look forward to your positive response. Please feel free to contact me at [your phone number] or [your email] if you need any further information or discussion regarding this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Role, e.g., Student, Educator]