

Request for Bilingual Exam Papers

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request bilingual exam papers for the upcoming examinations for my language learners enrolled in [Course/Program Name].

As our students come from diverse linguistic backgrounds, providing them with bilingual exam materials will greatly assist in their comprehension and performance. We believe that having access to questions in both [Language 1] and [Language 2] will create a more inclusive testing environment.

We appreciate your understanding and support in helping us enhance the learning experience for our students. Please let me know if you require any further details or documentation regarding this request.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]