

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Participation in the General Knowledge Competition

I hope this letter finds you well. I am writing to express our school's interest in participating in the upcoming General Knowledge Competition organized by [Organization/Institution Name].

Our students are eager to showcase their knowledge and skills, and we believe that this competition will be a fantastic opportunity for them to enhance their learning experience. We would like to confirm our participation and inquire about the details regarding registration, competition format, and any preparatory materials that may be available. Thank you for considering our application. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your School's Name]

[Contact Information]