

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Exam Coordinator's Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Exam Coordinator's Name],

I am writing to formally apply for the General Knowledge Exam scheduled on [exam date]. I am eager to participate and demonstrate my knowledge in various subjects.

Please find attached the necessary documents, including my identification and the completed application form.

I appreciate your consideration of my application and look forward to your response.

Thank you for your time and assistance.

Sincerely,

[Your Name]