

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the General Knowledge (GK) exam scheduled for [date or period]. Specifically, I would like to know about the following details:

1. Exam syllabus and format
2. Registration process and deadlines
3. Exam locations and timings
4. Any study materials or resources that you recommend

I appreciate your assistance in providing this information, as it will greatly help me in my preparation.

Thank you for your time, and I look forward to your prompt response.

Sincerely,
[Your Name]