

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the General Knowledge (GK) program at [Institution's Name]. As an enthusiastic learner with a passion for broadening my horizons, I believe that this program would provide me with invaluable insights and knowledge.

I have a background in [Your Background or Relevant Experience], which has equipped me with a solid foundation in [Relevant Skills or Knowledge]. I am particularly drawn to [Specify Any Particular Aspects of the Program], and I am eager to contribute positively to the learning environment at [Institution's Name].

Please find attached all the required documents for my application. I am looking forward to the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachment List (if applicable)]