

[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 formally apply for the General Knowledge Exam scheduled for [Exam Date]. I am eager to participate in this examination as I believe it will greatly enhance my understanding and knowledge in various subjects.

I have completed all necessary prerequisites and am prepared to adhere to all guidelines and requirements set forth by [Institution's Name]. I appreciate the opportunity to demonstrate my knowledge and to potentially contribute to my personal and academic growth.

Please find my application form and any required fees included with this letter. I look forward to your confirmation of my application.

Thank you for considering my application.

Sincerely,  
[Your Name]