

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the steps for registering for the GK (General Knowledge) program.

Please provide the following information:

1. Registration timeline
2. Required documents
3. Application process
4. Any associated fees

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]