

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request registration for the General Knowledge (GK) program organized by [Organization/Institution Name].

[Include any necessary details about the program, such as dates, location, or specific requirements].

Please find attached any required documents or forms for the registration process. I would appreciate any confirmation regarding my registration at your earliest convenience.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]