

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

To,

The [Authority's Designation]  
[Department/Office Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Application for GK Registration

Dear [Authority's Name],

I am writing to formally apply for the registration of my General Knowledge (GK) [specific purpose, e.g., club, initiative, event, etc.].  
[Briefly introduce yourself and your intent for the registration, including any relevant details about your background or experience.]  
The purpose of this registration is [explain the purpose and importance of the registration, any goals, and how it can benefit the community, etc.].

I kindly request you to process my application at your earliest convenience. I have attached all necessary documents supporting my application.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]