

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Subject: Inquiry Regarding GK Registration

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the registration process for a General Knowledge (GK) program offered by your esteemed organization.

Could you please provide information regarding the following:

1. Eligibility criteria for registration
2. Registration fees and payment methods
3. Important dates and deadlines
4. Course duration and schedule
5. Any additional requirements or documentation needed

I appreciate your assistance and look forward to your prompt response.

Thank you for your attention.

Sincerely,  
[Your Name]