

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

[Recipient's Name]
[Recipient's Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Request for GK Registration

Dear [Recipient's Name],

I am writing to formally request the registration of [Your Name/Organization Name] as a General Knowledge (GK) participant. Please find the necessary details below:

1. ****Name****: [Your Name/Organization Name]
2. ****Address****: [Your Address]
3. ****Contact Information****: [Your Email Address, Phone Number]
4. ****Purpose of Registration****: [Briefly state the reason for GK participation]

I have attached the required documents for your consideration. Please let me know if any further information is needed.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]