

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

[Recipient's Name]
[Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for GK Registration

I hope this letter finds you well. I am writing to formally request the registration of a General Knowledge (GK) program/event that I wish to organise. The details of the initiative are as follows:

- ****Title of the Program:**** [Program Title]
- ****Date:**** [Proposed Date]
- ****Location:**** [Proposed Location]
- ****Objective:**** [Briefly explain the purpose and objectives of the program/event]
- ****Target Audience:**** [Who the program is aimed at]

I believe that this GK initiative will benefit [explain the potential benefits to the community or specific groups]. To ensure smooth execution, I kindly ask for your guidance on the necessary steps and requirements for registration.

Thank you for considering my request. I look forward to your positive response, and I am happy to provide any further information needed.

Sincerely,

[Your Name]
[Your Contact Number]