

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

The Registration Office  
[Institution/Organization Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for GK Registration

Dear [Recipient's Name or "Sir/Madam"],

I am writing to formally apply for registration in the General Knowledge (GK) program offered by [Institution/Organization Name].

I am [briefly introduce yourself: your background, relevant experience, or interest in GK]. I believe that participating in this program will greatly enhance my knowledge and contribute to my personal and professional growth.

Please find attached the required documents for your perusal.

I appreciate your consideration of my application and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Attachments: List of attached documents]