

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request registration for the General Knowledge [GK] program offered by [Organization Name]. I am eager to participate and enhance my knowledge in various subjects.

Please find attached the necessary documents required for registration, including [list any documents, e.g., application form, identification, etc.]. I am looking forward to the opportunity to engage with the materials and activities provided in the program.

Thank you for considering my application. I hope for a positive response soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]