

[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 register our team for the upcoming Jeopardy competition. Our team, [Team Name], consists of the following members:

1. [Member 1 Name]
2. [Member 2 Name]
3. [Member 3 Name]
4. [Member 4 Name]

We are excited about the opportunity to participate and showcase our knowledge and skills. Please find the attached registration form along with any required fees.

Thank you for considering our application. We look forward to your confirmation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/School Name]