

[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],

Subject: Inquiry Regarding Krishna Award

I hope this letter finds you well. I am writing to inquire about the Krishna Award and the application process involved. I am particularly interested in understanding the eligibility criteria, submission deadlines, and any other relevant details that would assist me in preparing my application.

Additionally, I would appreciate any information regarding past recipients and the selection process.

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

Sincerely,

[Your Name]