

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Subject: PK Registration for Educational Institutions

Dear [Recipient's Name],

We are pleased to inform you that [Your Institution's Name] is applying for PK registration as an educational institution. Attached to this letter, you will find all necessary documentation required for this process as outlined in the relevant guidelines.

[Your Institution's Name] has been committed to providing quality education since [Year of Establishment]. Our programs include [Brief description of programs offered].

We appreciate your attention to our application and look forward to your favorable response. Should you require any further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Institution's Name]

[Your Contact Information]

[Your Institution's Address]