

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

[Recipient's Name]  
[Recipient's Title]  
Hajee Mohammad Danesh Science and Technology University (HJMC)  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I hope this letter finds you in good health and high spirits. I am writing to [briefly state the purpose of your letter, e.g., inquire about admission, request information, etc.].  
[In the next paragraph, provide detailed information regarding your request, including any relevant background information, dates, or specific questions you may have.]  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Affiliation, if applicable]