

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

The Registrar
Jharkhand University
[University Address]
[City, State, Zip Code]

Subject: Appeal for [State the Purpose, e.g., Admission, Re-evaluation of Marks, etc.]

Dear [Title and Last Name of the Registrar],

I hope this letter finds you in good health. I am [Your Full Name], a student/applicant of [Your Course/Program] with roll number/application number [Your Roll/Application Number]. I am writing to formally appeal regarding [State the reason for the appeal, e.g., the decision made on my admission/application, the evaluation of my exam results, etc.].

[Provide a detailed explanation of your situation, including any relevant dates, events, and any supporting information. Clearly state why you believe the decision should be reconsidered and what outcome you are seeking.]

I would be grateful if you could consider my appeal and provide me with an opportunity to [state any specific requests, such as a re-evaluation, interview, etc.]. I have attached relevant documents to support my case. Thank you for your time and consideration. I hope for a positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Enrollment Number (if applicable)]

[Attachments: List any documents you are including with the letter]