

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

[Recipient's Name]
[Recipient's Title]
Jharkhand University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on [Subject/Topic of Previous Communication]

I hope this letter finds you well. I am writing to follow up on my previous correspondence dated [date of previous correspondence] regarding [mention the subject or topic briefly].

[Include a brief summary of the previous communication and any outcomes or responses received.]

I would appreciate any updates you may have regarding this matter, as it is of great importance to me. Please let me know if there are any further steps I need to take or if any additional information is required from my side.

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

Sincerely,

[Your Name]
[Your Position/Title if applicable]
[Your Department/Program if applicable]