

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

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

Subject: [Subject of the Letter]

Dear [Title and Last Name of the Registrar],

I hope this letter finds you in good health and spirits. I am writing to
[state your purpose clearly].

[Body of the letter - Provide details related to your purpose. Be concise
and to the point.]

I would appreciate your attention to this matter and look forward to your
prompt response.

Thank you for your kind consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Enrollment/Identification Number (if applicable)]