

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

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

Subject: Inquiry Regarding [Specific Subject/Area of Inquiry]

Dear Sir/Madam,

I hope this letter finds you well. My name is [Your Name], and I am a [Your Position/Title, e.g., prospective student, parent, researcher] interested in [briefly state the purpose of your inquiry].

I am writing to inquire about [specific details or questions you have regarding programs, admissions, scholarships, etc.]. I would appreciate any information you could provide about [specific aspects you are curious about].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]