

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

The Admission Office
Jharkhand University
[University Address]
[City, State, Zip Code]

Subject: Application for Admission to [Course/Program Name]

Dear Sir/Madam,

I am writing to express my interest in applying for admission to the [Course/Program Name] at Jharkhand University for the academic year [Year].

I have completed my [Previous Qualification] from [Institution Name] with [mention your percentage/grades]. I am particularly drawn to your esteemed institution because of [mention specific reasons related to the course or university].

Enclosed with this letter are my academic transcripts, recommendation letters, and other necessary documents as specified in the admission guidelines.

I appreciate your consideration of my application and look forward to the opportunity to contribute to and grow within the Jharkhand University community.

Thank you for your time and attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Application Number (if applicable)]