

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

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

Subject: Notification of [Subject/Reason for Notification]

Dear [Registrar's Name or "Sir/Madam"],

I hope this letter finds you well.

I am writing to formally notify [specific information or request], as per the guidelines set forth by the university.

[Expand on the details of your notification, including any relevant dates, reference numbers, or additional context necessary for clarity.]

Please let me know if you require any further information or documentation regarding this matter. I appreciate your attention to this notification and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Student ID if applicable]

[Your Course/Department]