

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

To,

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

Subject: Permission Letter for [Specify Purpose]

Dear Sir/Madam,

I am writing to request permission to [briefly state the purpose, e.g., conduct a project, organize an event, etc.]. I am a [Your Year/Department, e.g., second-year student of the Department of XYZ] at Jharkhand University.

The details of the request are as follows:

1. Purpose: [Explain the reason for the request]
2. Date(s): [Specify the date(s) when permission is needed]
3. Venue: [Mention where the activity will take place]
4. Additional Information: [Any other relevant details]

I assure you that all necessary precautions and guidelines will be followed. I kindly request you to grant me the permission needed to proceed with this matter.

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

[Your Name]
[Your Roll Number/Student ID]
[Your Course/Department]
[Signature (if sending a hard copy)]