

[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 Request]

Dear [Registrar's Name],

I am writing to formally request [specific request] at Jharkhand University. I am a [your course or program] student enrolled in [your year/semester].

[Provide any necessary details or context regarding your request, including any relevant dates, documentation, or background information.]

I would greatly appreciate your assistance with this matter. Please let me know if you need any further information or documentation to facilitate my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Course/Program]

[Your Year/Semester]