

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

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

Subject: Verification Letter for [Purpose]

Dear [Registrar's Name or Title],

I hope this letter finds you well. I, [Your Full Name], am writing to request verification of my [degree/certificate] awarded by Jharkhand University. The details are as follows:

- Name: [Your Full Name]
- Enrollment Number: [Your Enrollment Number]
- Course/Program: [Your Course/Program Name]
- Year of Graduation: [Year]

The purpose of this verification is [explain the reason, e.g., employment, further studies, etc.].

Please find attached [any supporting documents, if applicable]. I kindly ask for your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]