

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

The Secretary
Jharkhand Academic Council
[Office Address]
[City, State, Zip Code]

Subject: Application for Jharkhand Board Exam Registration

Respected Sir/Madam,

I, [Your Name], son/daughter of [Parent's Name], am a student of [Your School's Name], enrolled in [Class/Grade] for the academic year [Year]. I wish to apply for registering for the upcoming Jharkhand Board Examination scheduled for [Examination Month and Year].

I kindly request you to process my application as per the prescribed guidelines. I have attached all necessary documents, including my previous examination mark sheets, order form, and any required fees. Thank you for your attention to this matter. I look forward to your prompt approval.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Class/Grade and Roll Number]