

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

To,

The Secretary,
Jharkhand Academic Council,
[Office Address]
[Ranchi, Jharkhand]

Subject: Application for [Purpose, e.g., Duplicate Certificate,
Revaluation, etc.]

Respected Sir/Madam,

I, [Your Name], a student of [Your School/College Name], am writing to formally request [specific purpose]. I appeared for the [examination name] held in [month/year] and my roll number is [Your Roll Number]. [Provide details regarding your request - reason for application, any necessary context, etc.]

I kindly request you to consider my application and provide the necessary assistance at your earliest convenience. I have attached [list any documents you are enclosing, if applicable] for your reference.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Class/Year]