

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

The Controller of Examinations
Jharkhand Academic Council
[Address of the Council]
[City, State, ZIP Code]

Subject: Request for Correction in Examination Records

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request a correction in my examination records.

Details of my examination are as follows:

- Name: [Your Full Name]
- Roll Number: [Your Roll Number]
- Examination Year: [Year]
- Subject: [Subject Name]

The details that require correction are:

[Specify the incorrect details and the corrections needed, e.g., name, subject, marks, etc.]

I have attached relevant documents to support my request for the correction. I kindly request you to expedite the process and make the necessary amendments at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

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