

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

To,

The Chairman

Jharkhand Academic Council

[Office Address]

[City, State, ZIP Code]

Subject: Request for Permission

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request permission regarding [specific reason for the request, e.g., conducting an examination, holding an event, etc.].

Details of the request are as follows:

- ****Institution Name****: [Your Institution Name]
- ****Location****: [Your Institution Location]
- ****Date of Event/Examination****: [Date]
- ****Purpose****: [Briefly explain the purpose of your request]

I assure you that all protocols and guidelines laid down by the board will be adhered to during this process.

I would appreciate your prompt consideration of my request. Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position/Title]

[Your Institution Name]