

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

The Registrar
Joint Admissions and Matriculation Board (JAMB)
[Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Assistance with JAMB Registration

I hope this letter finds you well. I am writing to seek assistance regarding my registration for the Joint Admissions and Matriculation Board (JAMB) Unified Tertiary Matriculation Examination (UTME) for the year [Insert Year].

I have attempted to complete my registration online, but I encountered issues related to [briefly describe the problem, e.g., "server downtime" or "error with payment confirmation"]. As the registration deadline approaches, I am concerned about completing my application on time.

I kindly request your guidance on how to resolve this issue promptly. If necessary, I am willing to visit your office or provide any additional information required to facilitate my registration.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your JAMB Registration Number (if applicable)]