

[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 JAMB Registration

I am writing to formally request assistance regarding my registration for the upcoming Joint Admissions and Matriculation Board (JAMB) examination.

My details are as follows:

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Phone Number: [Your Phone Number]  
Email Address: [Your Email Address]

I would appreciate any guidance on the registration process and necessary requirements to ensure that I complete my registration successfully.

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

Sincerely,

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