

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

To,

The Examination Authority

[Authority Name]  
[Authority Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding JEE Mains Examination

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about the JEE Mains examination scheduled for [insert date]. I have a few questions regarding the registration process, examination pattern, and eligibility criteria.

1. Could you please provide the latest details about the registration dates?
2. Is there any update regarding the syllabus for the upcoming examination?
3. Are there any changes in the eligibility criteria this year?

I would appreciate your prompt response, as it will help me prepare accordingly for the examination. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Roll Number or Registration Number] (if applicable)