

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

To,

The JEE Mains Exam Authority

[Authority Address]

[City, State, Zip Code]

Subject: [Subject of Your Letter]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to [state the purpose of your letter, e.g., request information, address a concern, etc.].

[Provide details regarding your request or concern. Be clear and concise.]

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your JEE Application Number, if applicable]