

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
The Secretary
Joint Entrance Examination (JEE) Mains
[Office Address]
[City, State, Zip Code]
Subject: [Brief Subject of the Letter]
Dear [Recipient's Name/Title],
I hope this letter finds you well. I am writing to [state your purpose
clearly and concisely].
[Provide detailed explanation of your request, concern, or information
you wish to convey. Include relevant information such as registration
number, exam date, etc.]
I kindly request [state your request or the action you wish to be taken].
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 Roll Number/Registration Number (if applicable)]