

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

To,

The Examination Authority  
Joint Entrance Examination (JEE) Mains  
[Authority's Address]  
[City, State, Zip Code]

Subject: Clarification Request Regarding JEE Mains

Dear Sir/Madam,

I hope this letter finds you well. I am writing to seek clarification regarding [specific issue or question related to JEE Mains, e.g., eligibility criteria, exam format, syllabus, etc.].

I am a candidate for the upcoming JEE Mains examination and I want to ensure that I completely understand the requirements and procedures involved.

[Provide brief details about your concern, such as any specific query or confusion you may have. It's beneficial to mention your JEE registration number if applicable].

I would appreciate your prompt response to my inquiries, as it will greatly assist me in my preparation.

Thank you for your attention to this matter.

Sincerely,

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