[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
To,
The Examination Authority
[Authority's Address]
[City, State, ZIP Code]
Subject: Application for JEE Mains Examination
Dear Sir/Madam,
I hope this letter finds you well. I am writing to formally apply for the JEE Mains examination scheduled for [exam date]. My details are as follows:
- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Application Number: [Your Application Number] (if applicable)
- Class/Grade: [Your Current Grade/Class]
- Contact Number: [Your Contact Number]
I have completed the required eligibility criteria and attached the necessary documents. The following documents are included with this application:
1. [Document Name 1]
2. [Document Name 2]
3. [Document Name 3]
I request you to kindly process my application and provide me with the necessary information regarding the examination.
Thank you for your attention to this matter. I look forward to your prompt response.
Yours sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]