

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

To,

The JEE Mains Office  
National Testing Agency (NTA)  
[Address of NTA]  
[City, State, Zip Code]

Subject: Application for JEE Mains Examination

Dear Sir/Madam,

I am writing to formally apply for the Joint Entrance Examination (JEE) Mains scheduled for [insert date]. I am a [insert your grade/class, e.g., 12th-grade] student from [insert your school/college name].

I would like to ensure my application is complete and meets all requirements. Below are my details:

1. Name: [Your Full Name]
2. Date of Birth: [Your DOB]
3. Roll Number: [Your Roll Number, if applicable]
4. Category: [General/OBC/SC/ST]
5. Subjects: [List the subjects you wish to appear for]

I have attached all the necessary documents, including [list attached documents, e.g., photocopy of ID, mark sheet, etc.], for your reference.

I kindly request you to process my application and confirm my registration for the examination.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]