[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
To,
The Exam Coordinator,
Joint Entrance Examination (JEE) Mains,
[Exam Authority Address]
[City, State, Zip Code]
Subject: Application for JEE Mains Examination
Dear Sir/Madam,
I, [Your Name], am writing to express my intention to register for the JEE Mains examination for the academic year [Year]. I am keen on pursuing [Your Desired Course] at [Preferred Institutions/Colleges].
Personal Details:
- Full Name: [Your Full Name]
- Date of Birth: [DD/MM/YYYY]
- Gender: [Male/Female/Other]
- Nationality: [Your Nationality]
- Category: [General/OBC/SC/ST]
- Contact Number: [Your Contact Number]
- Email ID: [Your Email Address]
Educational Qualification:
- Name of School/Board: [Your School/Board Name]
- Year of Passing: [Year of Completion]
- Percentage/Grade: [Your Percentage/Grade]
Additional Information:
- Roll Number (if applicable): [Your Roll Number]
- Exam Center Preference: [Preferred Center]
I have attached the required documents for your reference, including my proof of identity, academic records, and any other necessary documents as per the guidelines provided.
I kindly request you to consider my application and provide me with the necessary details for the examination process.
Thank you for your attention.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]