

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

Chairperson
JEE Mains Committee
[Committee Address]
[City, State, Zip Code]

Dear Chairperson,

Subject: [Specific Subject of Concern or Inquiry]

I hope this letter finds you well. I am writing to address [specific concern or inquiry related to JEE Mains].

[Brief introduction of yourself and your connection to the JEE Mains exam, e.g. as a student, parent, or educator.]

[Explain the issue or inquiry in detail, providing any necessary context or supporting information.]

[If applicable, suggest possible solutions or express desired outcomes.]

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]