

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

To,

The Examination Authority,
[Examination Body Name]
[Address of the Examination Authority]
[City, State, Zip Code]

Subject: Letter of Explanation for JEE Mains Application

Dear Sir/Madam,

I am writing to provide an explanation regarding my application for the JEE Mains examination for the year [Year].

I faced [briefly explain the reason for any discrepancies or issues, e.g., late submission, incorrect information, etc.], which affected my application process. [Elaborate briefly on the circumstances, e.g., personal challenges, technical issues, etc.].

I understand the importance of adhering to deadlines and maintaining accurate information. I assure you that this was not intentional, and I am committed to rectifying the situation. [Mention any corrective actions you have taken, if applicable].

I kindly request your understanding and consideration in this matter. I am eager to participate in the JEE Mains examination and pursue my aspirations in engineering.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Application Number]