[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Institution/Organization Name]
[Address]
[City, State, ZIP Code]
Subject: Proof of Eligibility for JEE Mains
Dear [Recipient's Name],
I am writing to formally present my proof of eligibility for the Joint Entrance Examination (JEE) Mains. Please find below the required details and attached documents for your verification:
1. **Name**: [Your Full Name]
2. **Date of Birth**: [Your Date of Birth]
3. **Educational Qualification**: [Your highest educational qualification, e.g., 10th/12th grade]
4. **Roll Number/Registration Number**: [Your Roll/Registration Number]
5. **Year of Passing**: [Year of passing the qualifying examination]
6. **Category**: [Your category, e.g., General/OBC/SC/ST]
Attached Documents:
- Copy of [10th/12th grade mark sheet or certificate]
- [Any other required document]

I appreciate your prompt attention to this matter and look forward to your confirmation of my eligibility to appear for JEE Mains.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]