

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

The Admission Office
[Name of the Institution]
[Institution Address]
[City, State, ZIP Code]

Subject: Application for JEE Mains Admission

Dear Sir/Madam,

I am writing to express my interest in applying for admission to [specific program/course] at [Name of the Institution] for the academic year [Year]. I have recently completed my [12th-grade/Equivalent examination] with a focus on [mention subjects], and I am eager to pursue my studies in [specific field].

I have attached all necessary documents, including my score report for the JEE Mains, academic certificates, and identification proof, for your reference.

I appreciate your consideration of my application. I look forward to the opportunity to contribute to and learn from the esteemed environment at [Name of the Institution].

Thank you for your time and attention.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Roll Number or Application ID (if applicable)]