

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

[Institution Name]  
[Department Name]  
[Institution Address]  
[City, State, Zip Code]

Subject: Admission Letter for JEE Mains

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted for admission to [Program/Course Name] at [Institution Name] based on your performance in the JEE Mains examination held on [Date of Examination].

Details of your admission are as follows:

- \*\*Candidate Name:\*\* [Your Name]
- \*\*JEE Mains Roll Number:\*\* [Your Roll Number]
- \*\*Program/Course:\*\* [Program/Course Name]
- \*\*Duration:\*\* [Duration of the Program]
- \*\*Commencement Date:\*\* [Start Date]
- \*\*Reporting Date:\*\* [Reporting Date]
- \*\*Fee Structure:\*\* [Details of Fee Structure]

Please confirm your acceptance of this offer by [Acceptance Deadline].

You may visit our website or contact the admission office at [Contact Information] for further information regarding registration, orientation, and other necessary procedures.

Congratulations once again, and welcome to [Institution Name]. We look forward to seeing you soon!

Sincerely,

[Your Name]  
[Your Designation]  
[Institution Name]  
[Contact Information]