

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

To

The Admission Office

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

Subject: Request for JEE Mains Admission

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request admission to the JEE Mains for the academic year [Year].

My details are as follows:

- Name: [Your Full Name]
- Application Number: [Your Application Number]
- Date of Birth: [Your Date of Birth]
- Category: [Your Category - General/OBC/SC/ST]

I have successfully completed my [Class 12th/Equivalent] from [Your School/College Name] and have a keen interest in pursuing engineering. I believe that admission to JEE Mains will provide me with the opportunity to fulfill my educational goals.

I kindly request you to consider my application for admission. I am looking forward to your positive response.

Thank you for your attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]