

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

[Recipient's Name]
[Recipient's Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Application for JEE Mains Admission

I hope this letter finds you well. I am writing to formally express my interest in the JEE Mains admission process for the upcoming academic year.

I have recently completed my [Class 12/Equivalent Examination] from [Your School/College Name], and I am eager to pursue a degree in [Desired Field of Study] at your esteemed institution.

I have [briefly mention any relevant achievements or qualifications related to JEE Mains]. I believe that my dedication and passion for [Your Subject] make me a suitable candidate for this program.

I kindly request you to provide me with information regarding the admission process, important dates, and any necessary documents I need to submit.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]