

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

To,

The Admission Committee

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

Subject: Request for JEE Mains Admission

Dear Members of the Admission Committee,

I hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in obtaining admission to [specific program or course] through the JEE Mains for the academic year [Year]. I have recently completed my [Your Class/Grade] from [Your School/Board] and secured a score of [Your Score] in the JEE Mains examination. I am particularly drawn to [Institution Name] due to its esteemed faculty and exceptional academic environment.

I kindly request you to provide me guidance regarding the admission process and any further steps I need to undertake. I am hopeful for the opportunity to pursue my education at your esteemed institution.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]