

[Your Name]
[Your Position]
[Department Name]
Jawaharlal Nehru University
[University Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Subject: Announcement of [Event/Program/Meeting]

Dear [Students/Faculty/Staff],

I am pleased to announce that [brief description of the event, program, or meeting] will take place on [date] at [time] in [location]. This event is designed to [purpose or goal of the event].

We encourage all [students/faculty/staff] to participate and share their insights. [Any additional details about the agenda or activities planned].

Please confirm your attendance by [RSVP deadline]. For further inquiries or information, feel free to contact me at [your email address or phone number].

Thank you for your attention, and we look forward to your participation.

Best regards,

[Your Name]

[Your Position]

Jawaharlal Nehru University

[Your Signature (if sending a hard copy)]