

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

The Information Officer
Jawaharlal Nehru University
New Mehrauli Road,
New Delhi - 110067

Subject: Request for Information

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request information regarding [specific information you are seeking] at Jawaharlal Nehru University.

Specifically, I would like to know:

1. [First point of information needed]
2. [Second point of information needed]
3. [Any additional points of information needed]

I appreciate your assistance in this matter, and I look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]