

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

To

The Staff Selection Commission

[Commission Address]  
[City, State, Zip Code]

Subject: Submission of Documents for [Purpose/Examination Name]

Dear Sir/Madam,

I am writing to submit the required documents for [specify purpose, e.g.,  
"the SSC CGL Examination 2023"]. Please find enclosed the following  
documents:

1. [Document Name/Type 1]
2. [Document Name/Type 2]
3. [Document Name/Type 3]
4. [Any additional documents]

I kindly request you to acknowledge the receipt of this letter along with  
the enclosed documents. Should you require any further information,  
please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature]  
[Your Printed Name]  
[Roll Number/Application Number]