

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

To,

The Secretary,  
Jammu and Kashmir Services Selection Board (JKSSB),  
[JKSSB Address]  
[City, State, Zip Code]

Subject: Application for the Post of [Post Name]

Dear Sir/Madam,

I am writing to formally apply for the position of [Post Name] as advertised on [where you found the job listing]. I believe that my skills and experiences align well with the requirements of this position, and I am eager to contribute to your esteemed organization.

[Paragraph discussing your qualification and experiences relevant to the job, showcasing your skills and achievements].

I am looking forward to the opportunity to discuss my application further. Thank you for considering my application.

Yours sincerely,

[Your Name]