

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

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

Subject: Application for [Exam Name] Examination

Dear Sir/Madam,

I am writing to formally apply for the [Exam Name] examination scheduled on [Exam Date]. I have attached all required documents, including my application form and payment receipt.

I kindly request you to acknowledge the receipt of my application and provide me with any further details regarding the examination.

Thank you for your attention to my application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Roll Number (if applicable)]