

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

To,

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

Subject: Inquiry Regarding [Specify the Subject, e.g., Job Application Status, Examination Details, etc.]

Dear Sir/Madam,

I am writing to inquire about [insert specific inquiry details, e.g., the status of my job application for the post of XYZ, held on Date]. My application reference number is [insert application number], and I submitted it on [insert submission date].

I would appreciate any updates or information you could provide regarding this matter.

Thank you for your attention to my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Signature (if sending a hard copy)]