

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

To,

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

Subject: Submission of Documents for [Specify Purpose]

Respected Sir/Madam,

I am writing to submit my documents as required for [mention purpose, e.g., a job application, verification process, etc.]. My details are as follows:

- Name: [Your Full Name]
- Application Number: [Your Application Number]
- Post Applied For: [Name of the Post]

Attached herewith are the following documents:

1. [Document Name 1]
2. [Document Name 2]
3. [Document Name 3]

[Continue list as needed]

I kindly request you to acknowledge the receipt of these documents and assure you of my full cooperation during the entire selection process.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]