

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[JKSSB Office]

[Office Address]

[City, State, ZIP Code]

Subject: [Subject of the Letter]

Dear [Recipient's Name],

I am writing to [purpose of the letter]. [Briefly explain your request or the matter at hand].

[Provide any necessary details or context].

I kindly request your attention to this matter and would appreciate your timely response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation, if applicable]