

[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: [Subject of the Letter]

Respected Sir/Madam,

I hope this letter finds you in good health and spirits. I am writing to you regarding [specific issue or request].

[Provide detailed information about your request, issue, or concern.

Include any relevant data, application numbers, or important dates.]

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Signature (if sending a hard copy)]

[Your Roll Number (if applicable)]