

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

To,

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

Subject: Application for Recruitment

Dear Sir/Madam,

I am writing to formally apply for the [Job Title/Position] as advertised in [Source of Advertisement] dated [Advertisement Date]. I am keen to join JKSSB and contribute my skills and experience to your esteemed organization.

[Brief introduction about your educational qualifications and relevant work experience.]

I have attached my resume and other required documents for your review. I am looking forward to the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,

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