

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

To,

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

Subject: Submission of Application for [Position Title/Exam Name]

Dear Sir/Madam,

I am writing to submit my application for the position of [Position Title] as advertised in [Source of Advertisement] on [Date of Advertisement]. I have attached all the required documents for your consideration.

[Briefly introduce yourself and highlight your qualifications relevant to the position. Mention any important achievements or experiences that make you a suitable candidate.]

I appreciate your time and consideration in reviewing my application. I look forward to the opportunity to discuss my submission further.

Thank you for your attention.

Yours sincerely,

[Your Name]

[Signature (if sending a hard copy)]