

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

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

Subject: [Subject of the Letter]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to [state the purpose of your letter clearly and concisely].

[Provide relevant details and context regarding your application, query, or concern. Include any necessary references or supporting information.]

I kindly request you to [state your request or action you would like the board to take].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]