

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

To,

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

Subject: [Subject of the Letter]

Respected Sir/Madam,

I am writing to [brief purpose of the letter].

[Body of the letter - elaborate on your request/issue in clear and concise language, providing any necessary details.]

I kindly request you to [state your request or action needed].

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]