

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

[Recipient Name]
[Title]
[JKSSB Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

[Opening paragraph: State the purpose of the letter clearly and concisely.]

[Body paragraph 1: Provide detailed information relevant to the purpose of the letter.]

[Body paragraph 2: Include any additional information or context that may be necessary for understanding your request or message.]

[Closing paragraph: Summarize your request or the main points, and express your hope for a positive response.]

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

Sincerely,

[Your Name]

[Your Title, if applicable]