

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[JKPSC Office Name]  
[Office Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction - Briefly state the purpose of the letter]  
[Body - Provide detailed information, supporting details, or any specific requests]  
[Conclusion - Summarize your main point and any call to action or next steps]  
Thank you for your attention to this matter. I look forward to your response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]