

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

The Secretary  
Jammu and Kashmir Public Service Commission  
[Commission's Address]  
[City, State, Zip Code]

Subject: [Brief Subject of the Letter]

Dear [Recipient's Name/Title],

I am writing to [state the purpose of the letter succinctly].

[Provide any necessary details or context in a few sentences.]

I appreciate your attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]