

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

To,

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

Subject: [Subject of the Letter]

Dear Sir/Madam,

I hope this letter finds you in good health.

[Introduction - State the purpose of the letter briefly.]

[Body Paragraph 1 - Provide detailed information relevant to the subject.]

[Body Paragraph 2 - Include any additional information or context necessary.]

[Closing Paragraph - Summarize your request or main points and state any expected outcomes.]

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]