

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

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

Subject: Application for [Name of the Examination/Post]

Dear Sir/Madam,

I am writing to formally submit my application for the [Name of the Examination/Post] as advertised on [Publication/Website] dated [Date of Advertisement].

I have completed my [Degree/Qualification] in [Field of Study] from [Name of Institution] and I believe that my educational background and skills align well with the requirements of the position.

Attached herewith are my educational certificates, identity proof, and any other required documents for your reference.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]