

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

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

Subject: Application for [specific post or examination name]

Dear Sir/Madam,

I am writing to formally apply for the position of [specific post] as advertised in [source of advertisement] on [date of advertisement].

[Paragraph 1: Introduce yourself and mention your qualifications relevant to the post.]

[Paragraph 2: Explain your interest in the position and how your skills and experiences make you a suitable candidate.]

[Paragraph 3: Mention any relevant supporting documents you are enclosing with your application, such as educational certificates, experience letters, etc.]

I am looking forward to the opportunity to contribute to [Commission's Name] and am eager to bring my skills to [specific team or project].

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]