

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

To,

The Secretary,
Jammu & Kashmir Public Service Commission (JKPSC),
[JKPSC Office Address],
[City, State, ZIP Code]

Subject: Application for [Specific Position/Exam Name]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally apply for the [specific position/exam name] as advertised by the Jammu & Kashmir Public Service Commission.

My qualifications include:

- [Degree/Qualification] from [University/Institution]
- [Relevant Experience or Internship]
- [Skills or Certifications]

I have attached all required documents, including my application form, academic certificates, and identification proofs, as per the guidelines provided in the notification.

I kindly request you to consider my application for the [specific position/exam name] and look forward to an opportunity to contribute to the [specific field or department].

Thank you for your time and consideration.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Enclosures: List of Documents Attached]