

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

To

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

Subject: [Subject of the letter]

Respected Sir/Madam,

I am writing to [state the purpose of the letter clearly and concisely].
[Provide additional details regarding your request or information,
ensuring clarity and relevance].

I would appreciate your prompt attention to this matter and kindly
request a [response or action you are seeking].

Thank you for your consideration.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Registration Number/Details, if applicable]