

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

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

Subject: [Subject of the Letter]

Dear Sir/Madam,

I am writing to you regarding [briefly state the purpose of your letter].  
[Provide details and any necessary information related to the subject. Be clear and concise.]

I would appreciate your prompt attention to this matter. Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]