

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

To,

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

Subject: [Subject of the Letter]

Respected Sir/Madam,

I am writing to [state the purpose of the letter briefly].

[Provide necessary details or context related to your request or issue, maintaining clarity and conciseness.]

I kindly request you to [state your request or action needed].

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Enclosures (if any)]