

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

To,

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

Subject: [Subject of the Letter]

Respected Sir/Madam,

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

[Provide details and any necessary information related to your application, inquiry, or request. Use clear and concise language.]

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

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]