

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

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

Subject: Submission of [Specify Purpose - e.g., Application for
Examinations, Request for Information, etc.]

Respected Sir/Madam,

I hope this letter finds you well. I am writing to submit my
[application/request] for [mention specific details, e.g., the post,
examination name].

[Detail the purpose of your submission here. Include any necessary
information such as your qualifications, experiences, references, or any
attached documents relevant to your submission.]

I kindly request you to consider my application/request and look forward
to your positive response.

Thank you for your attention.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Roll Number (if applicable)]

[Other relevant information, if necessary]

[Attachments: List any documents you are including]