

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

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

Subject: [Subject of the Letter]

Dear Sir/Madam,

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

[Provide details and necessary information regarding your request or inquiry. Be concise and clear.]

I hope for your prompt attention to my request. Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation (if applicable)]

[Your Roll Number/Application Number (if applicable)]