

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

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

Subject: Application for Recruitment to [Specific Position]

Dear Sir/Madam,

I am writing to express my interest in the [Specific Position] advertised by the JKPSC in [mention source of advertisement] on [date of advertisement]. I have attached my application form along with the requisite documents for your perusal.

I hold a [Your Degree] in [Your Field] from [Your University] and have [mention any relevant experience or skills applicable to the position]. I am eager to bring my expertise in [specific skills or knowledge relevant to the position] to the esteemed [Department/Organization] and contribute positively to its objectives.

Please find enclosed my [list enclosed documents, e.g., resume, certificates, etc.]. I look forward to the opportunity to discuss my application further.

Thank you for considering my application.

Sincerely,

[Your Name]

[Enclosures: List documents]