

[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: [Subject of the Letter]

Dear Sir/Madam,

I hope this letter finds you in the best of health and spirits.

I am writing to [state your purpose clearly and concisely, e.g., inquire about examination results, request information, submit an application, etc.].

[Provide details supporting your purpose, including relevant information, personal experiences, or any documents attached].

I kindly request you to [state your request or action you are seeking from them].

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

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