

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Jammu and Kashmir Public Service Commission]
[Commission Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: [Subject of the Letter]
[Opening paragraph: Briefly introduce yourself and state the purpose of the letter.]
[Body of the letter: Provide detailed information regarding your request, inquiry, or concern. Use clear and concise language.]
[Closing paragraph: Summarize your main points and outline any expected follow-up actions or requests.]
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Title (if applicable)]
[Your Signature (if sending a hard copy)]