

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

To,

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 well.

[Introduce the purpose of your letter in a clear and concise manner.

State any relevant details or requests.]

[Provide additional information or context that supports your request or purpose. Stay professional and to the point.]

I would appreciate your attention to this matter and I look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]