

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

To,

The [Designation]
West Bengal Public Service Commission
[Address]
[City, Postal Code]

Subject: [Subject of the letter]

Dear Sir/Madam,

[Begin the body of the letter here. Explain the purpose of the letter, provide necessary details, and include any specific requests or information pertinent to your documentation.]

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Signature (if sending a hard copy)]