

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

To,

The West Bengal Public Service Commission,  
[Commission Address]  
[City, State, Zip Code]

Subject: Application for WBCS Exam 20XX

Respected Sir/Madam,

I am writing to express my intent to apply for the West Bengal Civil Service (WBCS) examination for the year 20XX. I have completed my [Your Degree] from [Your University] and am keenly interested in serving in the administrative services of West Bengal.

Please find enclosed the necessary documents, including my application form, supporting certificates, and payment receipt. I would appreciate any further information regarding the exam schedule and procedures.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Roll Number (if applicable)]