

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

To

The Secretary
West Bengal Public Service Commission
[Commission's Address]
[City, State, ZIP Code]
Subject: Application for WBCS Examination

Dear Sir/Madam,

I am writing to apply for the West Bengal Civil Service (WBCS) examination.

I, [Your Full Name], son/daughter of [Father's Name], am a permanent resident of [Your Locality/City]. I have completed my [Your Degree] in [Your Subject] from [Your College/University] and my date of birth is [Your Date of Birth].

I am keen on serving in the public sector and have prepared thoroughly for the WBCS examination. I have attached my application form and all necessary documents as per the guidelines.

I kindly request you to consider my application for the WBCS examination scheduled on [Examination Date].

Thank you for your time and consideration.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]