

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

[Recipient's Name]  
[Recipient's Title or Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for EWS Certificate

I hope this letter finds you well. I am writing to formally request an Economic Weaker Section (EWS) certificate. I believe that I meet the eligibility criteria as detailed in the government guidelines.

Please find enclosed the necessary documents supporting my application:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly ask for your assistance in processing my application at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]