

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally apply for the EWS (Economically Weaker Section) certificate for my child, [Child's Name], who is currently enrolled in [Grade/Class] at [School's Name].

Due to our current financial situation, we believe that we qualify for the EWS category, which would enable us to access certain benefits and opportunities for [Child's Name].

Enclosed with this letter, please find the necessary documents required for the application, including [list any documents you are attaching, e.g., income proof, identity proof, etc.].

We kindly request you to grant us the EWS certificate at your earliest convenience. If you need any further information or clarification, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Relationship to the Child]