

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

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for the EWS Certificate

I am writing to formally request the issuance of an Economically Weaker Sections (EWS) certificate. I am currently [provide a brief description of your current situation, e.g., a student, employee, etc.], and I believe I meet the necessary criteria for this certificate.

To support my application, I have attached the following documents:

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

I kindly request you to process my application at your earliest convenience. Should you require any further information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]