

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a certificate letter that verifies [specific purpose, e.g., my completion of the EWS program, my employment status, etc.].

I have completed [provide details about the program or employment], and I require the certificate for [explain why you need the certificate, e.g., further studies, job application, etc.].

Please let me know if you need any additional information or documentation to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]