

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

Dear [Principal's Name or Appropriate School Official],
I hope this letter finds you well. I am writing to formally request an
EWS (Economically Weaker Section) certificate for my [son/daughter],
[Child's Name], who is currently enrolled in [grade/class] at your
esteemed school.

As per the eligibility criteria, my family belongs to the Economically
Weaker Section and we require this certificate for [explain the purpose,
e.g., applying for scholarships, fee concessions, etc.].

I kindly ask you to provide the necessary assistance in processing this
request at your earliest convenience. If there are any forms or documents
required from my side, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Relationship to the Child]