

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

Dear [Recipient Name],

Subject: Request for EWS Certificate

I hope this letter finds you well. I am writing to formally request an Economically Weaker Section (EWS) certificate. I am currently [briefly explain your situation, e.g., a student, job seeker, etc.], and the EWS certificate is essential for [mention the purpose, such as applying for educational scholarships, government jobs, etc.].

Please find attached my supporting documents, which include [list documents, e.g., income certificate, identity proof, etc.]. I kindly request you to process my application at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]