

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

To,

The [Designation]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Request for Issuance of EWS Certificate

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally request the issuance of an Economically Weaker Section (EWS) certificate for myself.

I am a resident of [your locality] and belong to the [your community or caste, if applicable]. I request this certificate for the purpose of availing benefits under various government schemes and programs.

My details are as follows:

- Name: [Your Full Name]
- Age: [Your Age]
- Address: [Your Complete Address]
- Income: [Your Annual Income]
- Occupation: [Your Occupation]

I have attached the necessary documents to support my request, including:

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

I kindly request you to process my application at your earliest convenience and issue the EWS certificate.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]