

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of EWS Certificate

I am writing to submit my EWS (Economically Weaker Sections) certificate as part of the application process for [specific purpose, e.g., admission, job application].

Please find attached the following documents:

1. EWS Certificate
2. [Additional Document 1]
3. [Additional Document 2] (if applicable)

I appreciate your attention to this matter and look forward to your confirmation of receipt.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]