

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for EWS Certificate

I hope this letter finds you well. I am writing to formally apply for the Economically Weaker Section (EWS) certificate under the guidelines provided by your esteemed organization.

I am [briefly introduce yourself, including your profession and family background]. Due to [mention reasons for economic hardship], I believe I meet the eligibility criteria set forth for the EWS category.

[Include any relevant details or documents that support your application, such as income proof, identification, etc.]

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]