

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

To

The [Concerned Authority's Name]
[Department/Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Issuance of EWS Certificate

Dear [Concerned Authority's Name],

I am writing to formally request the issuance of an Economically Weaker Section (EWS) Certificate for myself. I am a resident of [Your Locality/Area] and wish to apply for [specify the purpose, e.g., admission, job, subsidy, etc.], which requires proof of my EWS status. Please find attached the necessary documents to support my application, including:

1. Proof of income
2. Identity proof
3. Residence proof
4. [Any other relevant documents]

I kindly request you to process my application at your earliest convenience. Should you need any further information or clarification, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]