

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

The Competent Authority
[Name of the Department/Office]
[Address of the Department/Office]
[City, State, Zip Code]

Subject: Request for Issuance of EWS Certificate

Dear Sir/Madam,

I am writing to formally request the issuance of an Economically Weaker Section (EWS) certificate. I am a resident of [Your City/Area], and my details are as follows:

- Name: [Your Full Name]
- Age: [Your Age]
- Occupation: [Your Occupation]
- Family Income: [Your Annual Income]

I require the EWS certificate for [state the purpose, e.g., educational admission, job application, etc.]. I have attached the necessary documents to support my application, which include:

1. Proof of income (e.g., salary slip, income certificate)
2. Aadhar card or any valid ID proof
3. Address proof
4. [Any other relevant documents]

I humbly request you to process my application at the earliest and provide me with the required certificate.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]