

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for EWS Certificate

I hope this letter finds you well. I am writing to formally request the issuance of an Economically Weaker Sections (EWS) certificate for myself and my family.

I am currently in need of this certificate to [briefly explain the purpose, e.g., seek admission in educational institutions, apply for government schemes, etc.]. I meet the eligibility criteria for the EWS category as per the guidelines provided by [mention relevant authority or government].

Attached to this letter are the necessary documents to support my application, including:

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

I kindly request you to process my application at your earliest convenience. If you need any further information or additional documents, please do not hesitate to contact me via the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]