

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

To,

The [Designation]  
[Department Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Application for EWS Certificate

Dear [Designation/Recipient's Name],

I, [Your Name], son/daughter of [Father's Name], am writing to apply for the Economically Weaker Section (EWS) certificate. I reside at [Your Address] and my family income is [mention family income] per annum.

I belong to the [mention your caste/community] category and do not have any land/property assets exceeding the specified limits for eligibility. Please find the attached documents for your verification:

1. Proof of income (e.g., salary slip, income tax return)
2. Identity proof (e.g., Aadhar card, voter ID)
3. Address proof
4. [Any other required documents]

I kindly request you to process my application at the earliest.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]