

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

To,

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

Subject: Application for Economically Weaker Section (EWS) Certificate

Dear [Designation/Name],

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

I am a resident of [Your Address] and belong to the [Your Community/Category if applicable]. I would like to provide the necessary details as follows:

1. ****Applicant's Name****: [Your Name]
2. ****Father's Name****: [Father's Name]
3. ****Mother's Name****: [Mother's Name]
4. ****Age****: [Your Age]
5. ****Occupation****: [Your Occupation]
6. ****Annual Income****: [Your Annual Income]
7. ****Family Members****: [List of Family Members]

I have attached the necessary documents including [list the documents you are submitting, e.g., income proof, identity proof, etc.].

The EWS certificate is essential for [briefly explain the purpose, e.g., educational admission, government schemes, etc.].

I kindly request you to process my application at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Signature] (if sending a hard copy)

[Your Printed Name]