

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

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

Subject: Request for Issuance of EWS Certificate

Dear [Concerned Authority's Name],

I hope this letter finds you in good health. I am writing to formally request the issuance of the Economically Weaker Sections (EWS) certificate for my eligibility in availing benefits and schemes provided by the government.

I belong to the EWS category and have attached the necessary documents to support my application. The details are as follows:

- Name: [Your Name]
- Age: [Your Age]
- Address: [Your Address]
- Family Income: [Your Annual Family Income]
- Other relevant details: [Any other information, if necessary]

Enclosed with this letter are copies of the following documents:

1. Proof of income (e.g., salary slips, income certificate)
2. Aadhar Card/Identity proof
3. Residence proof
4. [Any other relevant document]

I kindly request you to process my application at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]