**To Place:**  
The Principal, Date:  
School name,  
Address.

Sub: Application for experience certificate.

Respected Sir/Madam,

My name is **[your name]**, worked as a **[Physics teacher]** at your school for classes **8th** and **9th** from **[date]** to **[date]**.

This letter is regarding my work experience certificate which has to be submitted for my further jobs.

Therefore kindly issue my teaching experience certificate.

Thanking you.

Sincerely,   
Your name.