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

Sub: Request letter for experience certificate.

Dear Sir/Madam,

My name is **[your name]**, worked as a **[maths teacher]** at **[school name]** for classes **7th** & **8th** from **[date]** to **[date]**.

I am writing this letter to request you to provide my experience certificate, which is required for my future job opportunities.

I shall be obliged to you.

Thanking you.

Sincerely,   
Your name.