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

Sub: Application for experience certificate for **[reason]**.

Dear Sir/Madam,

I **[your name]** have been working as a **[subject]** teacher for the classes of **8th & 9th** from **[date of joining]** in **[school name]**.

I hereby request you to please provide a still working experience certificate which I need to apply for a gas connection/bank loan/ telephone connection.

I hope you consider my request.

Thanking you.

Sincerely,  
Your name.