

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

Election Commission

[Commission Address]
[City, State, ZIP Code]

Subject: Update of Election Commission Records

Dear [Commissioner's Name/Insert Title],

I am writing to request an update to the election commission records pertaining to my [voter registration/change of address/change of name, etc.]. Below are the details for your reference:

****Current Information:****

- Name: [Your Current Name]
- Address: [Your Current Address]
- Voter ID/Registration Number: [Your Voter ID/Registration Number]

****Updated Information:****

- New Name: [Your New Name]
- New Address: [Your New Address]
- Other Relevant Changes: [Any other relevant information]

I have attached the necessary documentation to support my request for this update.

Please confirm the receipt of this letter and the updating of my records at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]