

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

[Recipient's Name]
[Recipient's Title]
[Office Name]

[Office Address]
[City, State, Zip Code]

Subject: Election Duty Exemption Appeal

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an exemption from election duty scheduled for [insert date] due to [briefly state your reason, e.g., medical condition, personal circumstances, or other valid reasons].

I understand the importance of participating in the electoral process and the responsibility that comes with election duties. However, [elaborate on your circumstance briefly, providing any necessary details, and mention any attached documentation if applicable].

I kindly ask for your understanding and consideration of my appeal for exemption. If needed, I am willing to provide further documentation or information regarding my situation.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]