

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

Subject: Application for Exemption from Election Duty

Dear [Election Officer's Name],

I hope this letter finds you well. I am writing to formally request an exemption from election duty scheduled for [date of election] due to [brief explanation of your reason, e.g., medical reasons, personal circumstances, prior commitments].

I understand the importance of participating in the electoral process and assure you that this request is made only due to my current situation. I have attached the necessary documentation to support my application, including [list any supporting documents, e.g., medical certificates, letters from employers, etc.].

I kindly ask for your understanding and consideration of my request. Please let me know if any additional information is required. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your ID Number or Voter Registration Number] (if applicable)