

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

[Recipient's Name]
[Recipient's Position]
[Office or Institution Name]
[Office Address]
[City, State, ZIP Code]

Subject: Confirmation of Election Duty Exemption

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally confirm my exemption from election duty for the upcoming [specific election date or name]. This exemption was granted due to [brief reason for exemption, e.g., medical reasons, prior commitments, etc.], as per the guidelines set forth by [relevant authority or regulation].

Please find attached [any supporting documents, if applicable] to reinforce the basis of my exemption.

Thank you for your understanding and support in this matter. Should you require further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]