

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, ZIP Code]

Subject: Request for Election Duty Exemption

Dear [Recipient's Name],

I am writing to formally request an exemption from election duty scheduled for [insert date of election]. Due to [briefly explain reason, e.g., medical reasons, personal circumstances, prior commitments], I am unable to fulfill this obligation.

As per the guidelines set forth by [relevant authority or organization], I believe I qualify for an exemption under the provisions pertaining to [specific criteria, if applicable].

I have attached [any supporting documents, if necessary] to substantiate my request. I kindly ask for your understanding and support in granting this exemption.

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

Sincerely,

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