

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

[Recipient Name]
[Recipient's Position]
[Organization/Department Name]
[Address]
[City, State, ZIP Code]

Subject: Election Duty Exemption Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an exemption from election duty scheduled for [date(s)] due to [reason for exemption, e.g., health issues, pre-existing commitments, etc.].

As per the guidelines outlined for election duty, I understand that certain circumstances qualify for exemption. [Provide any relevant details to support your request, including any documentation if necessary].

I kindly request that you consider my situation and grant me an exemption from serving on election duty. I appreciate your attention to this matter and look forward to your understanding and support.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position, if applicable]