

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

[Recipient Name]  
[Recipient Title]  
[Election Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Election Officer Exemption

I hope this letter finds you well. I am writing to formally request an exemption from my duties as an election officer for the upcoming [specify election date or event] due to [briefly state reason, e.g., personal circumstances, health issues, etc.].

[Optional: Describe any additional details relevant to your request, such as prior commitments or obligations.]

I appreciate your understanding and consideration of my request. Please let me know if you require any further information to process my exemption.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Role, if applicable]