

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

[Recipient's Name]  
[Designation]  
[Election Office/Local Authority Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Exemption from Election Duty

Dear [Recipient's Name],

I am writing to formally request an exemption from election duty for the upcoming [Election Date] due to [brief explanation of your reason, e.g., medical reasons, prior commitments, etc.].

As a [your profession or current position], I have [mention any relevant obligations or circumstances]. Given these circumstances, I feel that participating in election duties would create significant challenges.

I have attached relevant documentation to support my request.

I appreciate your understanding and consideration of my situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]