

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

[Date]
[Recipient Name]
[Title]
[Organization/Department Name]
[Address]
[City, State, Zip Code]

Subject: Request for Election Duty Exemption

Dear [Recipient Name],

I am writing to formally request an exemption from election duty scheduled for [date of election] due to [briefly state your reason, e.g., health issues, personal circumstances, prior commitments, etc.].

[Optional: Provide any relevant details or supporting information related to your request.]

I would appreciate your understanding and consideration of my request. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]