

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

[Recipient Name]  
[Title/Position]  
[Department/Office Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for Election Duty Exemption

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an exemption from election duty due to [briefly state your reason, e.g., medical reasons, personal circumstances, etc.].

Details of the Request:

- **\*\*Name:\*\*** [Your Full Name]
- **\*\*Voter ID Number:\*\*** [Your Voter ID]
- **\*\*Election Date:\*\*** [Specify Date of Election]
- **\*\*Reason for Exemption:\*\*** [Explain your reason in concise detail]

In support of my application, I have attached the necessary documentation, including [list any attached documents, e.g., medical certificates, proof of travel, etc.].

I kindly request your understanding and consideration of my circumstances. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Attachments: List of documents]