

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

[Recipient's Name]
[Recipient's Title/Position]
[Election Office/Authority Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Election Duty Exemption

I hope this letter finds you well. I am writing to formally request an exemption from election duty scheduled for [Date of Election] due to [brief explanation of your reason, e.g., medical reasons, personal circumstances, or prior commitments].

[Include any relevant details that support your request, such as a doctor's note, if applicable, or an explanation of your commitments].

I understand the importance of participating in the electoral process and the responsibilities that come with it. I appreciate your consideration of my situation and hope for a favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]