

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

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

Dear [Recipient's Name],

Subject: Request for Exemption from Election Duty

I hope this letter finds you well. I am writing to formally request an exemption from my assigned election duty on [specific date(s)] due to [briefly state your reason, e.g., medical conditions, personal hardships, prior commitments].

I understand the importance of civic duties; however, [elaborate slightly on your situation, if necessary, while maintaining privacy]. Attached are [mention any supporting documents, if applicable, e.g., medical certificates, proof of engagements].

I kindly ask for your understanding and consideration regarding my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Voter Registration Number or ID, if applicable]
[Enclosures (if any)]