

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Title/Position]
[Office/Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an exemption from election duty scheduled for [specific date or dates], due to [briefly explain your reason, e.g., personal circumstances, medical condition, etc.].

[Include any relevant details that support your request, such as documentation, if necessary.]

I understand the importance of participating in the electoral process and am committed to fulfilling my civic responsibilities. However, under my current circumstances, I am unable to serve effectively.

Thank you for considering my request. I appreciate your attention to this matter and look forward to your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Phone Number]