

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

[Recipient Name]  
[Recipient Title]  
[Office of Election]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Exemption from Election Duty

I hope this letter finds you well. I am writing to formally request an exemption from election duty for the upcoming [specific election date or name of the election].

I understand the importance of participating in the electoral process; however, I have [briefly explain your reason for exemption, e.g., health issues, prior commitments, etc.]. This situation makes it challenging for me to serve in the capacity required during the election.

I have attached any necessary documentation to support my request and I would appreciate your consideration regarding this matter.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]