

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an exemption from my assigned duties related to the upcoming election scheduled for [insert date].

[Briefly explain your reasons for requesting the exemption. This could include personal, medical, or professional obligations that prevent you from fulfilling election duties.]

I understand the importance of participation in the electoral process and do not take this request lightly. I am committed to supporting our democracy in other ways and hope to be able to participate in future elections.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]