

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient 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(s) of election] due to [briefly state your reason, e.g., personal, medical, professional obligation].

[Provide a detailed explanation of your circumstances that warrant the exemption. Include any relevant documentation, if applicable.]

I understand the importance of fulfilling civic duties, and I appreciate your consideration of my request. I hope to receive a favorable response at your earliest convenience, as it will greatly assist me in planning accordingly.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]