

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

[Recipient's Name]
[Title/Organization]
[Address]

[City, State, Zip Code]

Subject: Request for Election Duty Exemption

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an exemption from election duty scheduled for [Date of Election] due to [briefly explain your reason, e.g., health issues, prior commitments, etc.].

I understand the importance of participating in the electoral process, and I am committed to fulfilling my civic responsibilities. However, [provide more details about your situation and why an exemption is needed].

I kindly request that my circumstances be taken into consideration and that my exemption from election duties be granted. I am willing to provide any necessary documentation to support my request.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]