

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

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

Dear [Recipient's Name],

Subject: Request for Exemption from Election Duty

I hope this letter finds you well. I am writing to formally request an exemption from my assigned election duty scheduled for [Date of Election], due to [briefly explain your reason, e.g., medical reasons, personal circumstances, etc.].

I appreciate your understanding regarding this matter and kindly request that you consider my application for exemption.

Thank you for your attention to this request. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]