

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Title/Position]
[Department/Organization]
[Address]
[City, State, Zip Code]

Subject: Request for Exemption from Election Duty

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(s)] due to [briefly explain your reason, e.g., medical reasons, prior commitments, etc.]. As a [your designation/class/any relevant title], my involvement in this [mention any significant engagement you have] requires my presence during the election period.

I kindly ask for your understanding and support in granting this exemption. Attached are the relevant documents that support my request. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Contact Number]