

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

Dear [Recipient Name],

I am writing to formally acknowledge my receipt of the notification for election duty scheduled for [Date]. I understand my responsibilities and commitments associated with this duty and confirm my availability to serve as [Position/Role] during this election period.

I appreciate the opportunity to contribute to the electoral process and will ensure my readiness and preparation ahead of time. Should there be any further instructions or information required, please feel free to reach out to me at the contact details provided above.

Thank you for entrusting me with this important responsibility.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]