

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

Dear [Recipient Name],

Subject: Notification of Election Duty Assignment

I hope this letter finds you well. I am writing to inform you that you have been assigned election duty for the upcoming [Specify Election: e.g., Local Elections, General Elections] scheduled on [Election Date]. Your responsibilities will include:

1. [Duty 1: e.g., Assisting with voter registration]
2. [Duty 2: e.g., Monitoring the polling station]
3. [Duty 3: e.g., Ensuring compliance with election regulations]

Please report to [Location/Meeting Point] by [Time] on the election day. It is essential that you come prepared with [list any materials needed, e.g., ID badge, supplies, etc.].

For any questions or further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your commitment to ensuring a fair and smooth electoral process.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]