

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

Dear [Recipient's Name],

Subject: Confirmation of Election Duty

I am writing to confirm my availability and willingness to serve in election duty on [date(s) of the election]. I understand the responsibilities and importance of this role, and I am prepared to fulfill my duties to ensure a smooth electoral process.

I will report to [location] by [time] as instructed. Please let me know if there are any additional documents or preparations required prior to my assignment.

Thank you for the opportunity to participate in this crucial civic duty. I look forward to contributing to the electoral process.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]