

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

Dear [Recipient's Name],

Subject: Election Duty Notification

I am writing to inform you that you have been designated to serve as an election officer for the upcoming elections scheduled for [insert date]. Your role is crucial in ensuring a fair and smooth electoral process. Please find below the details regarding your election duty:

- **Date of Election:** [insert date]
- **Polling Station:** [insert location]
- **Report Time:** [insert time]
- **Training Session:** [insert date and time, if applicable]
- **Duration of Duty:** [insert time period]

You are required to attend the training session on [insert date], where you will receive important information and instructions related to your responsibilities on election day.

Please confirm your availability for the above-mentioned duties by [insert deadline]. Should you have any questions or require further details, feel free to reach out to me at [insert phone number] or [insert email address].

Thank you for your cooperation and commitment to serving the community during this important civic duty.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Office]