

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

Dear [Recipient Name],

Subject: Response to Election Duty Notification

I hope this letter finds you well. I am writing in response to the notification I received regarding my assignment for election duty on [Date of Election].

I acknowledge receipt of the notification and confirm my availability to serve on the specified date. I understand the responsibilities associated with this role and am prepared to fulfill them.

If there are any additional instructions or training sessions required prior to the election, please let me know. I look forward to contributing to the electoral process.

Thank you for this opportunity.

Sincerely,

[Your Name]