

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

Dear [Recipient Name],

Subject: Appointment to Election Duty

I hope this letter finds you in good health and high spirits.

I am writing to formally acknowledge my acceptance of the appointment to perform election duty for the upcoming [specify election - e.g., local, state, or national election] scheduled on [date of election]. I understand the significance of this responsibility and am committed to fulfilling all required duties with diligence and integrity.

As part of my role, I am prepared to [briefly outline any specific responsibilities you are expected to undertake, e.g., serve as a poll worker, assist with voter registration, etc.]. I am looking forward to collaborating with the election team to ensure a smooth and fair electoral process.

Please let me know if there are any preliminary training sessions or further information needed prior to the election date. I am eager to comply with all necessary protocols and guidelines.

Thank you for entrusting me with this important role. I look forward to contributing to our democratic process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]