

[Your Department/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Designation]

[Recipient Address]

[City, State, Zip Code]

Subject: Election Duty Assignment

Dear [Recipient Name],

We are pleased to inform you that you have been selected to serve on election duty for the upcoming [Specify Election] to be held on [Election Date]. Your role is crucial in ensuring a smooth and fair electoral process.

Details of your assignment are as follows:

- ****Position****: [Your Designated Position]
- ****Polling Station****: [Name/Address of Polling Station]
- ****Reporting Date and Time****: [Date and Time]
- ****Duration****: [Number of Days/Hours]
- ****Compensation****: [Details of any compensation or allowances]

Please bring the following documents with you on the reporting date:

1. [Document 1]
2. [Document 2]
3. [Any other required documents]

Your contribution is invaluable for the success of this democratic process. If you have any questions, please feel free to contact [Contact Person/Department] at [Contact Number/Email].

Thank you for your cooperation and dedication.

Sincerely,

[Your Name]

[Your Designation]

[Your Department/Organization]

[Contact Information]