

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Invitation to Participate in Election Duty

Dear [Recipient's Name],

We are pleased to invite you to participate in the upcoming election duty scheduled for [Election Date]. Your involvement is crucial to ensuring a fair and smooth electoral process.

Details of your role:

- ****Position****: [Your Assigned Position]
- ****Location****: [Polling Station/Location]
- ****Time****: [Start Time] to [End Time]

Please confirm your availability by [RSVP Date]. We appreciate your dedication to serving our community and look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]