

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization/Office]
[Recipient Address]
[City, State, Zip Code]

Subject: Compliance with Election Duty

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally confirm my compliance with the election duty assigned to me for the upcoming elections on [date of elections].

As per the guidelines outlined, I understand my responsibilities and am fully prepared to fulfill the duties of [specific role, e.g., polling officer, election monitor, etc.]. I have reviewed the relevant training materials and am in the process of ensuring that I have all necessary equipment and information at hand.

Should there be any changes or additional requirements, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to contributing to a smooth and successful election process.

Sincerely,

[Your Name]

[Your Designation, if applicable]