

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

[Recipient's Name]
[Recipient's Title]
[Organization/Department Name]
[Address]
[City, State, ZIP Code]

Subject: Reporting for Election Duty

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally report for my assigned duty related to the upcoming elections scheduled for [Election Date].

I confirm that I have received the notification regarding my assignment and I am prepared to fulfill my responsibilities as [Your Designation/Role] at [Location or Polling Station]. I understand the importance of this duty and am committed to ensuring a fair and smooth electoral process.

Please inform me if there are any additional instructions or training sessions that I need to attend prior to the election date.

Thank you for your attention to this matter. I look forward to contributing to the democratic process.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title (if applicable)]