

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in being assigned to election duty for the upcoming [specific election date or event, e.g., "November 2024 Presidential Election"].

Having previously participated in election-related activities, I understand the importance of ensuring a smooth and fair electoral process. I am committed to upholding the integrity of the election and assisting voters in any way possible.

I believe my skills and dedication make me a suitable candidate for this responsibility. Please consider my request for assignment, and feel free to reach out for any further information or documentation needed.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]