

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Letter of Assignment for Election Duty

Dear [Recipient's Name],

We are pleased to inform you that you have been selected to serve as a [specific position, e.g., Poll Worker, Election Inspector] for the upcoming elections scheduled on [Election Date]. Your role is critical to ensuring a smooth and fair electoral process.

Details of your assignment are as follows:

- ****Location:**** [Polling Place Address]
- ****Reporting Time:**** [Time]
- ****Duration:**** [Specify duration, e.g., from opening to closing of polls]
- ****Training Session Date:**** [Training session date, if applicable]
- ****Contact Information:**** [Your contact number/email for any queries]

Please confirm your availability by [Confirmation Date]. Your prompt response will help us finalize the electoral arrangements.

Thank you for your commitment to public service and for contributing to the electoral process.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]