

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Official Election Duty Assignment

We are writing to inform you that you have been selected to serve as an election officer for the upcoming [Election Type] on [Election Date].

Your role is crucial in ensuring a fair and efficient election process.

Details of your assignment are as follows:

- **\*\*Position\*\***: [Your Assigned Position]
- **\*\*Polling Location\*\***: [Polling Place Name/Address]
- **\*\*Reporting Time\*\***: [Time]
- **\*\*Duration of Duty\*\***: [Start and End Time]

Please ensure that you arrive on time and wear appropriate attire.

Training sessions will be held on [Training Date(s)], where you will receive further instructions.

If you have any questions or are unable to fulfill your duties, please contact us at [Contact Information].

Thank you for your commitment to serving our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]