

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in serving on election duty for the upcoming [specific election] scheduled on [date]. I believe that participating in the electoral process is crucial for our democracy, and I am eager to contribute my time and energy to ensure a smooth and fair election.

I am [briefly explain your relevant experience or qualifications, e.g., "a local resident actively engaged in community services," or "an individual with prior experience in election duties"]. I understand the responsibilities that come with this role and am committed to upholding the integrity of the electoral process.

Please let me know if there are any forms or further information required for my application. I look forward to the opportunity to work alongside other dedicated individuals to facilitate a successful election.

Thank you for considering my application.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]