

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

[Recipient's Name]
[Title]
[Election Office/Authority Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Election Card Update

I hope this letter finds you well. I am writing to formally request an update to my election card details.

My personal information is as follows:

- Full Name: [Your Full Name]
- Current Address: [Your Current Address]
- Previous Address (if applicable): [Your Previous Address]
- Date of Birth: [Your Date of Birth]
- Voter ID Number: [Your Voter ID Number]

I would like to update my election card to reflect [specific update details, e.g., change of address, name change, etc.].

I have attached the necessary documents to support my request, including [list any attached documents, e.g., proof of residency, identification, etc.].

Thank you for your attention to this matter. I look forward to your prompt response regarding the update of my election card.

Sincerely,

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