

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

The Election Officer
[Election Office Address]
[City, State, Zip Code]

Subject: Application for Election Card

Dear [Election Officer's Name],

I hope this letter finds you well. I am writing to formally apply for my election card. Please find my details below for your reference:

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

I have attached the required documents for your review. I kindly request you to process my application at your earliest convenience.

Thank you for your assistance.

Sincerely,

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