

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

[Election Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Election Officer's Name],

Subject: Request for Election Card

I hope this letter finds you well. I am writing to formally request my election card for the upcoming elections.

My details are as follows:

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

Please let me know if you require any additional information or documentation to process my request. I appreciate your prompt attention to this matter, as I wish to ensure my eligibility to vote in the upcoming elections.

Thank you for your assistance.

Sincerely,

[Your Name]