

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

[Recipient's Name]
[Recipient's Title/Position]
[Organization/Department Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Election Card

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

[Provide necessary details such as your full name, date of birth, and any identification numbers relevant to the request.]

I have ensured all my registration details are correct and up to date.

Kindly let me know if you require any additional information or documents to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]