

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

[Recipient's Name]  
[Office of Elections]  
[Address of Election Office]  
[City, State, ZIP Code]

Subject: Inquiry Regarding Election Card Status

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of 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 Address]
- Voter Registration Number: [Your Voter Registration Number] (if applicable)

I would like to confirm whether my election card has been issued and if there are any issues regarding my voter registration. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,  
[Your Name]