

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

To,

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

Subject: Report of Lost Election Card

Dear Sir/Madam,

I am writing to formally report the loss of my election card, which was issued to me for the [specific election, e.g., General Election 2023]. Details of the lost election card are as follows:

- Name: [Your Full Name]
- Voter ID Number: [Your Voter ID]
- Constituency: [Your Constituency]
- Date of Birth: [Your Date of Birth]

I misplaced my election card on [date of loss] and have made efforts to locate it, but unfortunately, I have been unable to find it.

I kindly request your assistance in issuing a replacement election card so that I can participate in the upcoming elections.

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

Sincerely,

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