

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

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

Subject: Request for Issuance of Election Card

Dear [Election Officer's Name],

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

My details are as follows:

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

I have attached all necessary documents, including proof of identity and residency, as required for the application.

I kindly urge you to process my request at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]