

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

I have included the necessary information below for your reference:

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

Please let me know if you require any additional information or documentation to process my request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]