

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

To,

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

Subject: Application for Election Card

Dear [Election Officer's Name],

I, [Your Full Name], am writing to formally request the issuance of my election card. Below are the necessary details pertaining to my application:

- \*\*Full Name:\*\* [Your Full Name]
- \*\*Date of Birth:\*\* [Your Date of Birth]
- \*\*Address:\*\* [Your Full Address]
- \*\*Occupation:\*\* [Your Occupation]
- \*\*Identification Proof:\*\* [Specify the ID proof you are providing, e.g., Aadhar Card, Passport, etc.]
- \*\*Voter ID Number (if applicable):\*\* [Your Voter ID Number]

I have attached copies of the required documents along with this letter for your perusal. I request you to kindly process my application at the earliest convenience.

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

Sincerely,

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