

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

[Election Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Election Official's Name or "Election Office"],

Subject: Application for Election Card

I am writing to formally apply for my election card as a [new registrant / change of address / name update] in [City/State]. Please find my details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Previous Address (if applicable): [Your Previous Address]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]

Enclosed with this letter are the necessary documents to support my application, including [list documents, e.g., proof of identity, residency, etc.].

I appreciate your attention to this matter and look forward to your prompt assistance in processing my application. Please feel free to contact me if you require any additional information.

Thank you for your time.

Sincerely,

[Your Signature]
[Your Printed Name]