

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

The Election Officer
[Election Office Address]
[City, State, ZIP Code]

Subject: Application for Election Card

Dear Sir/Madam,

I am writing to formally apply for an election card. My details are as follows:

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

I have attached the requisite documents as proof of identity and residence. Please let me know if any additional information is required. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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