

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

[Recipient's Name]
[Recipient's Title]
[Election Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Election Card

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally apply for an election card for the upcoming [specify election, e.g., local, state, or national elections] on [date of election].

My personal details are as follows:

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

I have included the required documents to support my application, including:

1. [Document 1, e.g., proof of identity]
2. [Document 2, e.g., proof of residence]
3. [Document 3, if applicable]

I appreciate your attention to this matter and look forward to receiving my election card at your earliest convenience. Please do not hesitate to contact me if you need any further information.

Thank you for your assistance.

Sincerely,

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