

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

To,

The Election Officer,

[Office Address]

[City, State, ZIP Code]

Subject: Application for Election Card

Dear Sir/Madam,

I am writing to request the issuance of my election card as I am eligible to vote in the upcoming elections.

My details are as follows:

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

I have attached all required documents for your reference:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]