

[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 ID Card

Dear [Election Officer's Name],

I hope this letter finds you well. I am writing to formally request the issuance of my Election ID Card.

I am a resident of [Your City/State] and 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 Registration Number (if applicable): [Your Voter Registration Number]

I have attached the necessary documents, including [list of documents: proof of identity, proof of address, etc.], for your reference.

I kindly request you to process my application at your earliest convenience and inform me about any further steps or information required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]