

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

[Recipient Name]  
[Election Office Name]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for Election Registration Card

I hope this letter finds you well. I am writing to formally apply for an election registration card in order to participate in the upcoming elections.

I am a resident of [Your City/Town] and fulfill the eligibility criteria for voter registration. Below are my details for your consideration:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Residential Address]
- Identification Number: [Your ID Number, if applicable]

Please let me know if you require any additional information or documentation to process my application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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