

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

To,

The Election Officer,

[Office Name]

[Office Address]

[City, State, Zip Code]

Subject: Application for Election Voter ID Card

Dear Sir/Madam,

I, [Your Full Name], am writing to request the issuance of a Voter ID Card. I am a resident of [Your Address] and am eligible to vote in the upcoming elections.

I have attached the necessary documents for verification, including:

1. Proof of Identity (e.g., Aadhar card, passport)
2. Proof of Address (e.g., utility bill, rental agreement)
3. Passport-sized photographs

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]