

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

The Election Commission

[Office Address]  
[City, State, Zip Code]

Subject: Application for Election Card

Dear Sir/Madam,

I, [Your Name], am writing to apply for my election card. I am a resident of [Your Address] and a qualified voter in the [Your Voting District/Constituency].

Please find my details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Complete Address]
- Identification Proof: [Type of ID, e.g., Aadhar Card/Voter ID, and Number]

I request you to kindly process my application at your earliest convenience. Should you require any additional information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

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