

[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 Official Election Card

Dear Sir/Madam,

I am writing to formally request the issuance of my official election card. Please find my details below:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Address: [Your Current Address]

Voter ID Number (if applicable): [Your Voter ID Number]

I have attached the necessary documents to support my application, including [list any documents you are attaching, e.g., proof of identity, address proof].

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]