

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

[Date]
[Recipient's Name]
[Title]
[Election Office/Department Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Election Card

I am writing to formally apply for an election card to ensure my eligibility to participate in the upcoming elections.

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Full Address]
- Voter ID (if applicable): [Your Voter ID Number]

I have attached all necessary documents required for the application, including:

1. [List of documents, e.g., proof of identity, residence proof, etc.]

I kindly request you to process my application at your earliest convenience. Please do not hesitate to contact me should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]