

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

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

Dear [Election Office Official's Name or Title],

Subject: Application for Election Card

I am writing to formally request the issuance of my election card. Below are my personal details required for the application:

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

I have attached the necessary documents to verify my identity and residence as outlined in your guidelines.

Please let me know if you require any further information or additional documentation. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]