

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

[Election Commission Name]  
[Address of Election Commission]  
[City, State, ZIP Code]

Dear [Election Commission Chair/Director's Name],

Subject: Request for Ballot Information

I hope this letter finds you well. I am writing to formally request information regarding the ballots for the upcoming [specific election, e.g., "2024 General Election"].

Specifically, I would like to request the following information:

1. Details on the ballot design and layout
2. The timeline for ballot distribution
3. Information on early voting options and locations
4. Any guidelines or regulations regarding ballot submission

Your assistance in this matter would be greatly appreciated, as it will help ensure that all eligible voters are informed and prepared to participate in the electoral process.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Title or Organization, if applicable]