

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

Dear [Election Official's Name],

I am writing to request verification of my voter registration and residency to ensure that my records are up-to-date for the upcoming election.

Please find my details outlined below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Voter Registration Number: [Your Voter Registration Number, if applicable]
- Current Address: [Your Current Address]

I appreciate your assistance in confirming my voter registration status and residency at the above address. If you require any additional information or documentation, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

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