

# Internal Ballot Information

Dear Members,

We are reaching out to inform you about the upcoming internal ballot that will take place on [Date]. Your participation is crucial to the decision-making process of our organization.

## Ballot Details

- **Voting Period:** From [Start Date] to [End Date]
- **Voting Method:** [Online/Paper]
- **Eligible Voters:** All members in good standing

## Voting Instructions

Please follow the instructions below to cast your vote:

1. Access the ballot at [\[Link to Ballot\]](#) or use the attached paper ballot.
2. Make your selection for each item on the ballot.
3. Submit your ballot by **[Submission Method]**.

If you have any questions or require assistance, please contact [\[Contact Email\]](#).

Thank you for your participation.

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]