

# Absentee Ballot Instructions

Date: [Insert Date]

Dear [Voter's Name],

Thank you for requesting your absentee ballot for the upcoming election. Below are the instructions to ensure your vote is counted:

1. Complete your absentee ballot following the instructions provided.
2. Sign the envelope securely and ensure your signature matches that on your voter registration.
3. Mail your completed ballot back to the election office or drop it off at designated locations.
4. Ensure your ballot is returned by [Insert Deadline Date].
5. You may check the status of your ballot at [Insert Status Checking Website].

If you have any questions or need further assistance, please contact [Insert Contact Information].

Thank you for participating in the election!

Sincerely,

[Your Name]

[Your Title]

[Organization/Office]

[Contact Information]