

# Election Day Checklist

Date: [Insert Date]

Dear [Recipient's Name],

As we approach the upcoming election, it's important to ensure you're prepared. Please find below a checklist to help you on Election Day:

- Confirm your registration status.
- Know your polling location.
- Review your ballot ahead of time.
- Gather necessary identification (if required).
- Plan your transportation to the polling place.
- Check the polling hours in your area.
- Bring snacks and water for yourself.
- Wear comfortable clothing and shoes.

Thank you for being an engaged voter!

Sincerely,  
[Your Name]  
[Your Organization]