

[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. As an important member of our community, we want to remind you that the upcoming election is just around the corner.

****Election Date:**** [Insert Date]

****Polling Hours:**** [Insert Polling Hours]

****Polling Location:**** [Insert Polling Location]

Your voice matters! Participating in the election is not just a right but a responsibility. Make sure you're prepared to make your vote count:

- Check your voter registration status: [Insert Link]
- Review the ballot measures and candidates: [Insert Resources]
- Plan your visit to the polling place or consider early voting options.

If you have any questions or need assistance, please don't hesitate to reach out to us at [Phone Number] or [Email Address].

Thank you for being an engaged citizen!

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]