PLEJ | PARTNERSHIP FOR LARGE ELECTION JURISDICTIONS

RESOURCE GUIDE

Local Election Officials Requesting Support

When an election policy, procedure, system, or other administrative issue requires information from local offices, clear communication can help inform the issue and support practical next steps. This nonpartisan resource guide provides communication best practices and a starter template for sharing local observations, explaining operational or voter impacts. The template is just a starting point. We encourage you to adapt and customize it based on your jurisdiction's particular needs.

IN THIS RESOURCE

Letter Template

LETTER TEMPLATE

Use the steps below to prepare a clear, fact-based letter. Describe the issue and its practical effects, provide verified observations or examples for clarity and to encourage understanding, where applicable, make a specific request of the office best positioned to respond or explain why you are providing the information. Customize and adapt for your local needs.

PREVIEW Customize on Canva ↗

[DATE]

[HONORIFIC TITLE AND FULL NAME]
[TITLE / OFFICE]
[MAILING ADDRESS]
[CITY, STATE, ZIP]

YOUR LOGO HERE

Dear [TITLE AND LAST NAME],

We are local election officials representing [COUNTY/CITY/JURISDICTION(S) OR ASSOCIATION]. [OPTIONAL: Together, our jurisdictions serve approximately [NUMBER OR PERCENTAGE] of the state's registered voters.] We are writing to share our concerns about [POLICY, PROCEDURE, SYSTEM, OR ELECTION ADMINISTRATION ISSUE] and request a practical path forward.

Our offices are responsible for providing [RELEVANT VOTER SERVICES OR ELECTION ADMINISTRATION FUNCTIONS]. Since [DATE OR TIME PERIOD], we have been evaluating [PRACTICE, POLICY OR PROCEDURE], with particular attention to its effects on [VOTERS, STAFF, OPERATIONS, SECURITY, ACCURACY, ACCESSIBILITY, OR OTHER RELEVANT FACTORS].

Based on that experience, we have observed [MAIN FINDING OR CONCERN]. This has affected—or may affect—[VOTERS, ELECTION STAFF, OR OPERATIONS] by [SPECIFIC CONSEQUENCE, CHALLENGE, OR RISK].

Examples include:

- [SPECIFIC EXAMPLE, FACT, OR DATA POINT]
- [SPECIFIC EXAMPLE, FACT, OR DATA POINT]
- [OPTIONAL ADDITIONAL EXAMPLE]

With [UPCOMING ELECTION, DEADLINE, OR OTHER MILESTONE] approaching, we respectfully request that [STATE OFFICE OR OFFICIAL]:

1. [SPECIFIC REQUEST]
2. [OPTIONAL ADDITIONAL REQUEST OR GUIDANCE CLARIFICATION REQUESTED]

Please provide a written response outlining the next steps, the office or individual responsible, and the anticipated timeline for addressing this issue. We would appreciate a response by [DATE] so local election offices can plan accordingly for [RELEVANT MILESTONE].

We appreciate the work of [OFFICE OR AGENCY] and welcome the opportunity to collaborate in support of accurate, secure, and accessible election administration. Thank you for your consideration.

Sincerely,

[NAME AND TITLE]