

### **Sample Letter/Email to Accompany Photocopies or Scans of Annual ABBMs**

The following is *suggested* wording for a letter or email that the county early voting clerk may use when sending the photocopies or scans of Annual Applications for a Ballot by Mail to the early voting clerk of other political subdivisions that are having elections and for whom the county is not serving as early voting clerk:

Dear Political Subdivision Early Voting Clerk,

In accordance with Section 86.0015(c) and (d) of the Texas Election Code, we are forwarding to you, the early voting clerk for \_\_\_\_\_election, copies of the Annual Application for Ballot by Mail that correspond to the List of Annual Ballot by Mail Voters that we sent to you on\_\_\_\_\_. For more information on this forwarding requirement, please see Advisory 2015-08, located on the Secretary of State's website.

Before your early voting ballot board (EVBB) begins qualifying your ballots by mail, the EVBB must be given these copies of the voters' applications for ballots by mail with the voters' carrier envelopes in order to complete their duties. The applications are necessary for the EVBB to determine whether a ballot by mail should be accepted for counting, in accordance with Section 87.041 of the Texas Election Code.

If you have any questions about these applications, please contact the county elections office. Our contact information is:

Thank you,

County Early Voting Clerk