(Insert municipal letterhead here)

Date

Voter Name

Voter Address

City, State, Zip

Re: Mail ballot Missing or Discrepant Signature

Dear (Voter):

We have received your voted ballot for the April 3, 2018 (insert name of municipality here) regular municipal election. Colorado election law requires us to compare the signature on your return envelope with the signature in your voter registration record in order to verify your identity. Unfortunately, either your return envelope did not have a signature on it or we were unable to verify your signature with those on file.

In order for your ballot to count, you must complete, sign, and return the enclosed form, along with a photocopy of your identification by the close of business on April 11, 2018.

If you indicate that you have not voted a ballot or if you fail to return the enclosed form, we will not count the ballot. If your ballot contained a signature that was not verified, and you do not affirm on the enclosed form that you voted a ballot, we will also turn over this discrepancy to the district attorney’s office for investigation.

If you have questions, please contact our office at (insert phone number). We are open (insert days office is open) between the hours of (insert business hours) for your convenience.

Thank you for your assistance.

Sincerely,

Name

Town Clerk

Name of Town, Colorado