**Sample Language for Written Communication: Absentee Cure Process (Rev. 7/2021)**

The text offered here is intended to be a sample you can customize for your voters and/or office. This specific language is not required, but can be helpful in providing proper information to voters in order to comply with the notice requirements of the absentee ballot cure process.

Dear [Voter],

The [County/City] [General Registrar/Office of Elections] has received your completed absentee ballot for the [insert election date] [General/Special/Primary] Election. However, your ballot’s outer envelope contained the following error(s):

[description of error]

**You will need to correct this error before we are able to count your absentee ballot for the [insert election date] [General/Special/Primary] Election.**

Any time **before noon on** **Friday, [Final Cure Date]** you can come to your general registrar’s office to correct the error. Your general registrar’s office is located at [address of registrar’s office]. If you have any questions, you may contact our office at [xxx-xxx-xxxx].

Sincerely,

[County/City]  
General Registrar/Director of Elections