**VOTER VERIFICATION LETTER CHECKLIST**  
\*\***Please prepare this letter on an official letterhead, if available.**

**\*\* Please do not forget to include a local address for your establishment, as this letter is invalid without it.**

Items to include:

* Date
* Name of voter
* Relationship of voter to your establishment (such as member, student, participant, volunteer, employee)
* Contact info of person writing letter (if it doesn’t already appear on letterhead)
* Local address of your establishment (if not already on letterhead)
* Statement that you consider this voter to be a substantial and ongoing participant in your activities/business/classes.
* Your signature, full name + title

Sample text:

Date

[Voter name] is a member/student/participant/volunteer/employee of ours. We consider her/him to be a substantial and ongoing participant in our activities/business/establishment/organization. We are located at [state your establishment’s local address.]

Sincerely,

[signature]

Full name

Title