[Date]

[Voter’s Name]  
[Voter’s Address]

Notice of Ballot Rejection and Replacement

Dear [Voter’s Name],

Your absentee ballot from the [date and election name i.e. 11/5/2024 State General Election] was rejected by the absentee ballot board for the reason checked below:

* **Voter’s name on the signature envelope does not match the applicant’s name**
* **Voter’s address on the signature envelope does not match the applicant’s address**
* **Voter did not sign the signature envelope**
* **The numbers provided on the signature envelope do not match the application or voter record and the voter and application signatures do not match**
* **A voter registration application was not included in the signature envelope**
* **Voter registration application was not signed**
* **Voter registration application did not include all required information**
* **Witness did not sign the signature envelope**
* **Witness did not provide their official title or notary stamp**
* **Witness did not mark proof of residence used by the voter**

**The rejected ballot will not be counted.**

A replacement ballot, instructions and envelope are enclosed. **To have a vote counted in this election, you may:**

* Follow the instructions and complete and return the replacement ballot, or
* Vote an absentee ballot in person at our office, or
* Vote in person at your polling place on election day.

If you have any questions regarding your absentee ballot, please contact the [county/city/school district name] election office by phone at [phone #] or by email at [email address].

Sincerely,

[county/city/school district name] Election