

**Subject Line: Registering to Vote**

Dear -

We at [ORG NAME] are asking all our staff and volunteers who are 18 and over and citizens to register to vote. If you’re already registered, now is the time to make sure you are registered at your current address. Our goal is 100% of all staff registered by [National Voter Registration Day](http://nationalvoterregistrationday.org/), September [date].

When [ORG NAME] asks elected officials to support our issues and funding for services like ours, having our staff, board and volunteers be registered voters makes our voice that much stronger. [*or highlight the importance of an upcoming election, fulfilling civic duty, etc.*]

[DESCRIBE REGISTRATION ACTIVITY HERE – *for example*] Around National Voter Registration Day September, [EMPLOYEE NAME] will be coming around the office with registration forms asking you if you need to register or update your registration. They can help you fill it out and return it or complete your registration online.

We appreciate your service to (ORG NAME). Thank you for being a registered voter!