



Sample Memo #2

*The Arizona Hospital and Healthcare Association (AzHHA) is providing the following **sample memorandum** for your organization to e-mail to employees. Feel free to use this and other communications tools AzHHA has created, including the FAQs and sample newsletter articles. All materials provide the opportunity for hospitals to individualize to their organizations and counties.*

Recommended Timing: *E-mail to staff before Nov. 2 to encourage healthcare professionals to vote.*

Vote On Nov. 2!

[Insert Date]

MEMORANDUM

TO: [Insert Name(s) and Title(s)]
FROM: [Insert Name and Title]
SUBJECT: Vote on Nov. 2!

If you have not already voted, we hope you will take time to vote in the General Election on Tuesday, Nov. 2. The polls are open from 6 am to 7 pm. If you're not sure where to vote, look on your voter registration card for the polling location or contact the

[Insert County Name] Election's Office by going to
<http://www.azsos.gov/election/county.htm>

If you are voting by mail, remember to mail in your early voting ballot by Oct. 28!