**Temporarily Out-of-State Employee Email (recommended for week of October 17)**

**SUBJECT LINE: Return Your Absentee Ballot**

If you haven’t yet returned your absentee ballot, please do so today! You must return your materials early enough to account for delivery time via mail or package delivery service such a FedEx or UPS. You cannot return your ballot by email or fax. If you have already returned your absentee ballot, [you can track your ballot](https://mnvotes.sos.state.mn.us/AbsenteeBallotStatus.aspx).

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If you haven’t yet requested your absentee ballot, [request it online today](http://www.sos.state.mn.us/elections-voting/other-ways-to-vote/vote-from-military-or-abroad/) — it only takes a few minutes. Election officials must receive your ballot and forms by Election Day or it will not be counted.

**[NAME, TITLE]**