**SAMPLE EMAIL TO MUNICIPAL CLERK FOR CANDIDATES’ EMAILS**

**From:** Your Name/Email
**To:** Municipal Clerk

**Subject:** League of Women Voters – Seeking emails for township committee candidates - November 2019

I’m volunteering with the League of Women Voters of Southern Monmouth County, and we are working on providing non-partisan information on Monmouth County municipal elections as part of the vote411.org project.

Basically, we contact local candidates by email and ask them to provide information on themselves, their issues, and their priorities so that voters can easily access information while deciding for whom to vote. We promote the existence of this information at voter registration events, online, in local publications, and other venues.

The Monmouth County Clerk’s Office provided the following to us:

|  |  |  |  |
| --- | --- | --- | --- |
| Town Name |  |  |  |
| Township Committee – Full Term – Vote for Two |  |
| Name A | (R) | Monmouth County Republican Organization | Address |
| Name B | (R) | Monmouth County Republican Organization | Address |
| Name C | (D) | Monmouth County Democrats | Address |
| Name D | (D) | Monmouth County Democrats | Address |

The Monmouth County Clerk’s office has told us that we need to contact the clerks in each municipality to get the emails that were submitted for the candidates. So, I’m wondering if you can provide the email information to me. Do I need to file an OPRA request?

Many thanks

Name

Address

Phone

Email address