

November \_\_\_\_, 2018

Dear \_\_\_\_\_:

I am writing to give you notice **that I require up to 3 hours of paid leave on November 6** in order to exercise my constitutional right to vote. I do not have three hours available to vote before or after my scheduled workday on Election Day. Pursuant to West Virginia law, I am providing this notice to you at least three days before the November 6 election. W. Va. Code § 3-1-42. More information, including the text of the law, is available at: [acluwv.org/5500-2](http://acluwv.org/5500-2).

Sincerely,

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