[DATE]

**VIA ELECTRONIC SUBMISSION**

To: Virginia Department of Elections

From: [LOCALITY NAME]

RE: Annual Voting System Security Plan

The [LOCALITY NAME] Electoral Board met today and reviewed our security requirements for [YEAR], as required by Va. Code §§ 24.2-410.2 and -625.1.

The [LOCALITY NAME] Electoral Board has reviewed the Security Plan and has updated it as necessary.

The Electoral Board, in cooperation with the Registrar and the Director of Information Technology, has reviewed [LOCALITY NAME]’s status with regard to the LESS technical standards. These materials have been submitted previously.

This letter provides notice to you that the [LOCALITY NAME] Electoral Board has completed its annual review of both of the above-referenced security protocols. If you have any additional questions, comments, or requirements please do not hesitate to contact us.

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[Insert Chair name under signature] Date

*Chair*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

[Insert Vice Chair name under signature] Date

*Vice Chair*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ [Insert secretary name under signature] Date

*Secretary*