**How to use this template to request a replacement ballot paper:**

1. Check the details are correct for each business premises you are entitled to a ballot paper for
2. Replace text highlighted in yellow with your name and any alternative address
3. Remove the yellow highlighting format
4. Copy and paste the text into your usual company email
5. Attach the ONE chosen example that evidences your identity to your email
6. Delete the other examples from the text
7. Subject: Request for replacement ballot paper - Bognor Regis BID ballot 14.02.23
8. Email to [bids@cesvotes.com](mailto:bids@cesvotes.com) BY 7th FEBRUARY 2023
9. Replacement ballot papers will be sent by post from CIVICA on 8th FEBRUARY 2023

**SUBJECT:** Request for replacement ballot paper - Bognor Regis BID ballot 14.02.23

Dear CIVICA Election Services,

**Re UPRN: This is the unique reference number for your business property shown on your business rates bill.**

Address: Type in the address of your business premises

My name is Type your name and I confirm that I am entitled to vote in respect of this hereditament in the Bognor Regis Business Improvement ballot on 14th February 2023.

Unfortunately the address the original ballot notification and ballot paper were sent to an address that was neither staffed nor accessible by postal workers at the point of delivery and subsequently returned to the sorting office. Despite best efforts, we have been unable to recover the documents.

I am therefore writing to request a replacement ballot paper with respect to this hereditament to be sent to me at the following address:

Type the address you want the replacement ballot paper sent to here

I have attached the requested evidence of identity in the form of a:

* signed Letterhead for the appropriate company
* signed Photocopy of the National Non-Domestic Rating Bill for the hereditament
* signed Photocopy of an item of personal ID such as a Passport or Driving Licence.

(delete the examples you have NOT attached)

Please don’t hesitate to contact me if you require any further information.

Yours sincerely,

Add your name, job title and organisation