

# Sample Employee Email Message



Hello [insert company name] Team,

The 2020 Census is a national survey that happens once every 10 years in an attempt to count everyone who lives in the U.S. It determines how more than \$800 billion in federal funds are distributed to communities across the U.S., **including over \$7 billion per year right here in New Mexico.**

This funding supports important things like roads, schools, healthcare, public safety, and other essential service programs. It also ensures that our state receives equal representation in Congress, the State Legislature, and in our city government.

**It is extremely important for you to fill out the census.** Just a 1% undercount in New Mexico means a loss of \$780 million dollars over the next ten years.

Here's what you need to do:

1. Complete your census form online, by phone, or in person. Fill it out today at **2020Census.gov**.
2. Count everyone in your household. This includes babies, children, and anyone who is living and sleeping there most of the time.
3. Encourage friends, family, neighbors, and colleagues to do the same.

**Option 1:** [We have computers available in the office for your use to complete your census. You should bring the code that was mailed to your house or your address. You can still fill out your census if you don't have your code, it will just be a little quicker if you have your code available. Please come to the office during your break.]

**Option 2:** [If you would like to use the computers in the office to complete your census, please come during your break or before/after work.]

**Option 3:** [If you would like to use your work computer or laptop to fill out the census, please do so during your break or before/after work hours.]

Thank you for all your work and for filling out the census.

If you have additional questions about the census, please visit [2020census.gov](https://2020census.gov).

Best,  
[Name of person sending email]