

Sample Employee Email Message



Hello [insert company name] Team,

You have not missed your opportunity to fill out the 2020 Census. Just like many other things, COVID-19 has caused delays to the Census Bureau's timeline.

The census is a simple 10 question form that happens once every decade 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.

The questions are simple, your answers are protected and it takes just 10 minutes to complete.

Here's what you need to do:

1. Fill out your census as soon as the U.S. Census Bureau sends you your unique household code. If you have questions, visit **2020census.gov** or call **(844) 330-2020**.
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.

Optional message:

[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.

Best,

[Name of person sending email]



2020census.gov
(844) 330-2020