

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Polling Station Designation

Dear [Recipient's Name],

We are writing to inform you of the designated polling stations for the upcoming elections scheduled on [Date of Election]. This notification is in compliance with the regulations set forth by the Election Commission. The polling stations have been established as follows:

1. **Polling Station No. 1**

Address: [Street Address, City, State]

Electoral District: [District Name]

2. **Polling Station No. 2**

Address: [Street Address, City, State]

Electoral District: [District Name]

3. **Polling Station No. 3**

Address: [Street Address, City, State]

Electoral District: [District Name]

Please ensure that all necessary arrangements are made for the smooth operation of these polling stations, including the deployment of election officers and the provision of required materials.

Should you have any questions or require further assistance, please do not hesitate to contact our office at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]