

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to invite you to participate in the upcoming election scheduled for [Date of Election]. This event is crucial for [briefly explain the importance of the election, e.g., selecting new board members, approving a policy, etc.].

Event Details:

Date: [Election Date]

Time: [Start Time] to [End Time]

Location: [Venue/Address]

Your presence and vote are vital to ensure a fair and democratic process.

Please confirm your attendance by [RSVP Date].

We look forward to your participation and the positive impact it will have on our community.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]