

[Your School's Name]  
[School's Address]  
[City, State, ZIP Code]  
[Date]

Dear [Student's Name/Recipient's Name],  
We are excited to invite you to participate in the upcoming school election for the position of [Position, e.g. Student Council President]. This is a wonderful opportunity for you to voice your opinions and contribute to our school community.

Event Details:

Date: [Election Date]  
Time: [Start Time] to [End Time]  
Location: [Venue/Location]

We encourage all students to get involved and make their voices heard. Please consider running for office or supporting your peers in this important event.

If you would like to run for a position, please submit your nomination by [Nomination Deadline]. For further information, contact [Contact Person's Name] at [Contact Email/Phone].

We look forward to your active participation!

Sincerely,  
[Your Name]  
[Your Position, e.g. Election Coordinator]  
[School's Name]