

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Disclosure of Election Results

I hope this message finds you well. We are writing to formally disclose the results of the recent election held on [Election Date] for [specific position or purpose].

After careful counting and verification, we are pleased to share the following results:

**\*\*Candidates and Vote Counts\*\***

1. [Candidate Name] - [Vote Count] votes

2. [Candidate Name] - [Vote Count] votes

3. [Candidate Name] - [Vote Count] votes

**\*\*Total Votes Cast:\*\*** [Total Count]

[Optional Section: Any relevant notes about the election process, voting methods, or significant observations.]

We appreciate the participation of all voters and candidates in this election, reflecting the democratic engagement of our community. If you have any questions or require further information regarding the election process, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]