

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

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

Dear [Recipient's Name],

Subject: Election Results Announcement

I hope this letter finds you well. I am writing to formally announce the results of the recent election held on [Election Date].

The results are as follows:

- [Position/Title]
 - [Candidate Name]: [Votes Received]
 - [Candidate Name]: [Votes Received]

I would like to express my gratitude to all the candidates for their participation and to the voters for exercising their right to vote.

Should you have any questions or require further details, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

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