

[Your Name]
[Your Position]
[Your Organization/Committee Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

Subject: Reporting Election Results

I am writing to formally report the results of the [Name of Election] held on [Election Date].

The election results are as follows:

1. ****Position/Office****: [Position Title]
 - ****Candidate Name****: [Candidate's Name]
 - ****Votes Received****: [Number of Votes]
 - ****Percentage of Total Votes****: [Percentage]
2. ****Position/Office****: [Position Title]
 - ****Candidate Name****: [Candidate's Name]
 - ****Votes Received****: [Number of Votes]
 - ****Percentage of Total Votes****: [Percentage]

[Continue with additional positions as necessary]

A total of [Total Votes] votes were cast in this election, resulting in a voter turnout of [Turnout Percentage]%.

We appreciate the participation of all voters and thank everyone who contributed to this electoral process. Please feel free to reach out if you have any questions or require further information regarding the election results.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]