

[Your Organization's Name]
[Your Organization's 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],

Subject: Guide for Marking Election Results

We are pleased to provide you with a comprehensive guide for marking election results for the [Specify Election, e.g., General Election, Local Election, etc.] held on [Date of Election].

****1. Collection of Results****

a. [Describe the method for collecting results, e.g., electronic reporting, paper ballots]

b. [Include any specific tools or software to be used]

****2. Verification Process****

a. [Outline the verification steps, e.g., cross-referencing with registered voter lists]

b. [Explain how discrepancies will be handled]

****3. Marking Procedures****

a. [Provide instructions on how to mark results accurately]

b. [Include examples for clarity]

****4. Reporting Results****

a. [Detail how and when to submit results]

b. [Specify any formats required for submission]

****5. Deadline for Submission****

[State the deadline for marking and reporting results]

Please ensure that all involved personnel are familiar with this guide to ensure a smooth and accurate marking process. If you have any questions or need further assistance, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]