

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to announce the official outcomes of the [specific election, e.g., "2023 General Election"] held on [election date, e.g., "November 7, 2023"].

Following a thorough counting process and validations, the results are as follows:

****[Position Title, e.g., "Mayor"]****

- [Candidate Name] - [Party Affiliation] - [Vote Count]

****[Position Title, e.g., "City Council Member"]****

- [Candidate Name] - [Party Affiliation] - [Vote Count]

- [Candidate Name] - [Party Affiliation] - [Vote Count]

****[Additional Positions as Necessary]****

We would like to extend our gratitude to all the participants, volunteers, and voters who made this election possible. Your engagement is crucial to our democratic process.

For more detailed results and information, please visit our website at [website URL] or contact us at [contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]