

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Announcement of Election Results

We are pleased to announce the results of the [Name of the Election] held on [Election Date]. After a thorough counting process, we are excited to share the outcomes as follows:

****Elected Positions:****

- [Position Title 1]: [Winner's Name]

- [Position Title 2]: [Winner's Name]

- [Position Title 3]: [Winner's Name]

****Voting Statistics:****

- Total Votes Cast: [Number]

- Voter Turnout: [Percentage]%

We would like to extend our gratitude to all candidates who participated and to every voter who made their voice heard in this election. Your engagement is vital to the democratic process.

Thank you for your continued commitment to [Organization's Name/Community/City]. We look forward to working together in the upcoming term.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]