

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally present the results of the recent elections held on [Election Date]. After a thorough and transparent counting process, we have compiled the final results which reflect the will of our constituents.

[Insert a brief overview of the election process and its significance].

The key results are as follows:

- Position/Title: [Name of the elected candidate] - [Vote Count/Percentage]

- Position/Title: [Name of the elected candidate] - [Vote Count/Percentage]

- Additional positions as necessary...

We are pleased to announce that [highlight any notable achievements or changes resulting from the election, if applicable].

These results will be officially certified on [Certification Date], and we anticipate that [briefly mention any next steps, like taking office, community meetings, etc.].

Thank you for your attention to this important matter. Should you have any questions regarding the results or the process, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]