

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Summary of Election Results

We are pleased to provide you with a summary of the recent election results held on [Date of Election]. The election was conducted in a fair and transparent manner, and we thank all participants for their engagement.

1. **Election Overview**

- Total Voter Turnout: [Insert number]
- Total Registered Voters: [Insert number]
- Percentage of Voter Turnout: [Insert percentage]

2. **Result Breakdown**

- [Position or Measure 1]:
- Winner: [Name]
- Votes Received: [Number of Votes]
- Percentage of Total Votes: [Percentage]
- [Position or Measure 2]:
- Winner: [Name]
- Votes Received: [Number of Votes]
- Percentage of Total Votes: [Percentage]

[Continue as necessary for additional positions or measures.]

3. **Conclusion**

The results indicate [insert any notable trends or insights]. We appreciate the efforts of all candidates and voters who made this election successful.

Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Email Address]