

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Election Notification

I am writing to formally notify you of the upcoming election scheduled for [date of election]. This election will be held to [briefly state the purpose of the election, e.g., elect members to the board, select a candidate for a specific position, etc.].

Voting will take place at [location of polling station] from [start time] to [end time]. All eligible voters are encouraged to participate and make their voices heard. For any additional information regarding the election process or to check your voter registration status, please contact [contact information or website].

We appreciate your attention to this important matter and look forward to your participation.

Sincerely,
[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]
[Contact Information]