

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to share the results of the recent election held on [Election Date].

We are pleased to announce that [Winning Candidate/Party Name] has emerged as the winner, receiving [Total Votes] votes, which accounts for [Percentage]% of the total votes cast. The election saw an impressive turnout of [Total Turnout]% of registered voters, reflecting the community's engagement in the democratic process.

The results are as follows:

- [Candidate/Party 1]: [Votes] ([Percentage]%)
- [Candidate/Party 2]: [Votes] ([Percentage]%)
- [Candidate/Party 3]: [Votes] ([Percentage]%)
- [Additional Candidates/Parties]: [Votes] ([Percentage]%)

We want to extend our gratitude to all the participants, volunteers, and community members who contributed to making this election a success. Your involvement is crucial in shaping our future.

Should you have any questions regarding the results or the election process, feel free to reach out.

Thank you for your attention and support.

Best regards,

[Your Name]
[Your Position/Title]
[Your Organization]