

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you of the outcomes of the recent elections held on [Election Date].

The election results are as follows:

- ****Position/Office****: [Office Title]
 - ****Winner****: [Candidate Name]
 - ****Votes Received****: [Number of Votes]
 - ****Percentage****: [Percentage of Total Votes]
- ****Position/Office****: [Office Title]
 - ****Winner****: [Candidate Name]
 - ****Votes Received****: [Number of Votes]
 - ****Percentage****: [Percentage of Total Votes]

[Continue with additional positions or races as necessary.]

We appreciate the participation of all candidates and voters, which is vital to our democratic process. Thank you for your interest in the election and for your commitment to our community.

Should you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title/Organization]