

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Announcement of Election Results

We are pleased to announce the results of the [specific election, e.g., "2023 Board of Directors Election"] held on [election date].

The candidates and their respective vote totals are as follows:

1. [Candidate Name] - [Number of Votes]

2. [Candidate Name] - [Number of Votes]

3. [Candidate Name] - [Number of Votes]

[Optional: Brief statement on the significance of the election and appreciation for participation.]

The elected candidates will assume their positions starting [start date].

We would like to thank all participants for their engagement and commitment to our community.

For any questions or further information, please contact us at [contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]