

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Election Results Notification

We are pleased to inform you that the election for [Position/Office] held on [Election Date] has concluded. Below are the results:

**\*\*Election Results\*\***

- Candidate Name 1: [Votes Received]
- Candidate Name 2: [Votes Received]
- [Additional Candidates as necessary]

The candidate elected to the position of [Position/Office] is:

**\*\*[Elected Candidate Name]\*\***

Thank you for your participation and support in the electoral process. If you have any questions or need further information, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Phone Number]

[Email Address]