

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Election Results Overview

We are pleased to announce the official results of the [specific election name] held on [election date].

Here are the final results:

****Election Details:****

- Election Name: [Election Name]

- Election Date: [Date]

****Results Summary:****

- Total Votes Cast: [Number of Votes]

- [Position/Measure 1]: [Candidate/Option Name] - [Vote Percentage or Total Votes]

- [Position/Measure 2]: [Candidate/Option Name] - [Vote Percentage or Total Votes]

- [Position/Measure 3]: [Candidate/Option Name] - [Vote Percentage or Total Votes]

[If applicable, include information on voter turnout, significance of the results, or next steps in the election process.]

Thank you to all voters and participants for your engagement in the democratic process. For a detailed breakdown of the results, please visit our website at [website link] or contact our office at [contact information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Website URL]