

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

Dear [Recipient Name],

Subject: Announcement of Election Results

I am writing to formally announce the results of the [Name of Election] held on [Date of Election]. The election process was conducted in accordance with the established rules and regulations to ensure transparency and fairness.

The results are as follows:

- [Candidate/Party Name]: [Number of Votes Received] ([Percentage of Total Votes])
- [Candidate/Party Name]: [Number of Votes Received] ([Percentage of Total Votes])
- [Candidate/Party Name]: [Number of Votes Received] ([Percentage of Total Votes])

We would like to express our gratitude to all candidates for their participation and to the voters for their engagement in the democratic process.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Position]