

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Official Election Results for [Position/Office]

We are pleased to announce the official results of the [type of election, e.g., Annual Board Election] held on [date of election]. After careful counting and verification, the results are as follows:

- **Candidate Name 1:** [Number of Votes]
- **Candidate Name 2:** [Number of Votes]
- **Candidate Name 3:** [Number of Votes]
- [Continue as necessary for all candidates]

We are grateful to all participants and voters for their engagement in the election process. These results will be officially adopted at the [next meeting/event date, if applicable].

Please feel free to reach out if you have any questions regarding the election process or the results.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]