

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

Dear [Recipient Name],

Subject: Reporting Election Results

I hope this message finds you well. I am writing to formally report the results of the [specific election name] held on [date of election]. After thorough verification and validation of the votes cast, the following results have been determined:

- [Position/Office]
 - [Candidate Name] - [Votes Received] ([Percentage]%)
 - [Candidate Name] - [Votes Received] ([Percentage]%)
 - [Other Candidates, if applicable]

Total votes counted: [Total Votes]

The election was conducted in accordance with [mention any relevant laws or regulations], and all necessary procedures were followed to ensure a fair and transparent process.

We appreciate the participation of all voters and candidates involved. Should you require any further details or clarification regarding the results, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]