

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Official Announcement of Election Results

We are pleased to announce the official results of the [Specify Election, e.g., 2023 Local Elections] held on [Date of Election].

The results are as follows:

- Position: [Position Title]

- Candidate Name: [Winning Candidate's Name]

- Votes Received: [Number of Votes]

[List additional positions and candidates as necessary.]

We would like to extend our gratitude to all candidates for their participation and dedication to our community. Furthermore, we appreciate the efforts of all volunteers and officials who helped facilitate a fair and transparent election process.

The final results have been certified and are now official. For more detailed information, please visit our website at [Website URL] or contact our office at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]