

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

Dear [Recipient Name],

Subject: Announcement of Election Results

I hope this message finds you well. I am writing to officially announce the results of the [specific election name, e.g., "2023 Local Council Election"] held on [date of the election].

After a thorough counting process and verification, the results are as follows:

- [Candidate/Option Name] - [Votes Received] - [Percentage]
- [Candidate/Option Name] - [Votes Received] - [Percentage]
- [Any additional candidates/options as necessary]

We would like to extend our gratitude to all candidates for their participation and commend the voters for exercising their right to vote. This election has showcased the democratic spirit of our community, and we look forward to the next steps in [mention any upcoming activities or transitions].

Should you have any questions or require further details regarding the election process or 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 Position]
[Your Organization/Committee Name]