

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

[Recipient Name]
[Recipient Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally announce the results of the recent election held on [Election Date].

The final results are as follows:

- [Position/Title] - [Candidate Name]: [Vote Count] ([Percentage]%)
- [Position/Title] - [Candidate Name]: [Vote Count] ([Percentage]%)
- [Position/Title] - [Candidate Name]: [Vote Count] ([Percentage]%)

We appreciate the participation of all voters and candidates who contributed to this democratic process. Congratulations to the winners, and thank you to everyone for their engagement.

Should you have any questions or need further information, please feel free to contact me.

Best regards,

[Your Name]
[Your Title/Position]
[Your Organization]