

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Election Results Announcement

I am writing to formally announce the results of the recent [specific election name] held on [date of the election].

The election took place in [location/constituency], and the results are as follows:

- [Position/Office]
  - [Candidate Name] - [Number of Votes/Percentage]
  - [Candidate Name] - [Number of Votes/Percentage]
  - [Other candidates as necessary]

We would like to acknowledge and thank all the candidates who participated and the voters who made their voices heard.

[Optional: Include any additional commentary or next steps related to the election.]

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Organization Name, if applicable]