

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

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

Dear [Recipient's Name],

Subject: Announcement of Election Outcomes

We are pleased to announce the results of the recent election held on [date of election]. The following individuals have been elected to serve in the [specific positions] for the [term duration] term:

1. [Name of Elected Official 1] - [Position]
2. [Name of Elected Official 2] - [Position]
3. [Name of Elected Official 3] - [Position]

We would like to extend our gratitude to all candidates for their commitment and hard work during the campaign. We also appreciate the participation of our community members who took the time to vote.

These elected officials will officially take office on [start date], and we look forward to their leadership and contributions to our organization and community.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]