

[Your Organization's Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Subject: Formal Confirmation of Candidacy for [Position/Office]

We are pleased to inform you that you have been officially nominated for the position of [Position/Office] in the upcoming [Event Name] election scheduled for [Election Date]. We commend your commitment to [specific values/causes related to the position].

Please find enclosed the following documents that require your attention:

1. **\*\*Acceptance Letter\*\***: Kindly sign and return the enclosed acceptance letter by [deadline].
2. **\*\*Campaign Guidelines\*\***: This document outlines the rules and regulations surrounding the election process.
3. **\*\*Ballot Information\*\***: Instructions on how to prepare for the election ballot.

We encourage you to participate actively in the upcoming candidates' forum scheduled for [Date and Time]. This event will provide an opportunity for you to share your vision and engage with potential voters.

Should you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

We wish you the best of luck in your campaign.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]

[Official Website, if applicable]

[Enclosures: Acceptance Letter, Campaign Guidelines, Ballot Information]