

Board Election Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to announce that the annual board elections for [Organization Name] will be held on [Election Date]. This important event provides an opportunity for our members to participate in the decision-making process and help shape the future of our organization.

Election Details:

- **Date:** [Election Date]
- **Time:** [Election Time]
- **Location:** [Election Location]
- **Positions Available:** [List of Positions]

All candidates interested in running for a position must submit their nomination by [Nomination Deadline]. For more details regarding the nomination process, please contact [Contact Information].

Your vote is important! We encourage all members to attend and participate in this democratic process.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]