

Confirmation of Board Election Details

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the details of the upcoming Board of Directors election as follows:

- **Date of Election:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

The following candidates have been nominated:

1. [Candidate 1 Name]
2. [Candidate 2 Name]
3. [Candidate 3 Name]

We encourage all eligible members to participate in this important event. Should you have any questions, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]