

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Government – Express Regret on the Loss of an Election

Dear :

George E. Woodberry said, "Defeat is not the worst of failures. Not to have tried is the true failure." Please do not view this as a defeat or a loss. I would like to congratulate you on the hard work and effort that you put forth in this campaign. This is not the end, but just the beginning. You still have many opportunities to help people. Now you do not have to work within the bureaucracy of the government. Do not stop nor quit in your dreams and goals. This was not a loss, but a lesson.

Once again, congratulations on your work and effort, the victories are still coming for you.

Sincerely,

N A M E