

Date

The Director

Electoral Commission of

Attn.: Mr/Mr

REF: INRODUCTION TO THE ELECTION SITUATION ROOM

I refer to the subject matter above motivated by the cordial relations existing between your office and ours thus far.

Elections are key to the strengthening and growth of any democracy because they provide a platform for popular involvement, which gives democracy its legitimacy and credibility. Various electoral stakeholders must ensure elections are credible, peaceful and maintain political stability. Lack of credibility of elections whether real or perceived causes political and civil unrest and instability.

Organization A is hosting a project called the Election Situation Room (Insert name of your ESR), whose aim is to improve the quality of elections through sharing information at various stages of elections with key stakeholders with the hope of resolving the challenges. The Election Situation Room is a project anchored on ICT where trained election observers and citizens share information and views on elections. The ESR will monitor the following components of the election cycle;

1. Media
2. Campaign Financing
3. Citizen's views
4. Election observation

The project is focusing on the creation and management of an ICT-based communication platform for receiving, generating and disseminating real-time information on the election situation across the country; enhancing effective stakeholder collaboration around the electoral processes; and facilitating timely response action by various stakeholders in situations that require action.

The success of the project will be manifested by increased consistent flow of, and availability of, accurate and relevant information on the election situation in the country pre, during and post the polling day; increased and stronger collaboration among elections stakeholders in managing the election situation across the country, and increased, timely and collaborative response action to situations that require action by various stakeholders; among other issues.

Thus far, the Project Executive is made up of representatives from the following organizations:
(List the member organizations)

In view of the above, I am requesting for the collaboration and participation of your organization on the project as a stakeholder to further the cause of ensuring that the upcoming elections are free, fair, credible and transparent.

Name

Position