

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am honored to accept the [Name of Award] from [Organization's Name].  
This recognition means a great deal to me, and I am grateful for the  
support from my colleagues and mentors who have inspired my work.

Thank you once again for this prestigious award.

Sincerely,  
[Your Name]