

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the [Name of Award] that I have been honored with. I am truly grateful for this recognition and appreciate the time and effort that the selection committee put into considering my work.

It is an incredible honor to receive this award, and I am excited to [mention any related plans, such as attending a ceremony or participating in an event].

Thank you once again for this recognition. I look forward to [any future engagements related to the award].

Sincerely,
[Your Name]