

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that you have been selected as the recipient of the [specific award name] for your remarkable contributions to [specific field or project]. This prestigious award recognizes individuals who have demonstrated exceptional [qualities or achievements relevant to the award].

Your dedication and innovative efforts have had a significant impact on [describe the impact briefly], and we are honored to acknowledge your hard work and commitment.

The award ceremony will take place on [date], at [venue/location], starting at [time]. We look forward to celebrating your achievements and expressing our gratitude for your outstanding contributions.

Please confirm your attendance at your earliest convenience.

Congratulations once again on this well-deserved recognition.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]