

[Your Name]  
[Your Title]  
[Your Organization/Group]  
[Date]  
[Recipient's Name]

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

Dear [Recipient's Name],

I hope this letter finds you well. It is with great admiration and appreciation that I write to congratulate you on receiving the Community Service Award.

Your dedication to [specific service/community] has not only made a significant impact but has also inspired others to contribute to our community. Your hard work and relentless commitment to [mention specific projects or initiatives] exemplify the spirit of service that this award represents.

Thank you for your invaluable contributions and for being a role model for others. We are grateful for your continued efforts and look forward to seeing the positive changes you will bring in the future.

Congratulations once again on this well-deserved recognition!

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization/Group]