

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected as an award recipient for [Name of Award] for your outstanding contributions in [specific area or field]. This recognition is a testament to your hard work, dedication, and commitment to excellence.

The award ceremony will take place on [Date] at [Location]. We hope you will join us in celebrating your achievements and those of your fellow recipients.

Congratulations on this well-deserved honor!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]