

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

Dear [Recipient's Name],

I am pleased to recognize you for your exceptional service and dedication to [specific project, team, or organization]. Your commitment and hard work have greatly contributed to our success and have not gone unnoticed. Your [describe specific actions, achievements, or qualities] exemplify the values of our organization and inspire your colleagues. Your ability to [mention any specific skills or attributes] has made a significant impact on [specific outcomes or improvements].

In acknowledgment of your outstanding contribution, we would like to present you with this award. We appreciate your efforts and are grateful to have you as part of our team.

Thank you for your exemplary service, and we look forward to seeing all the great things you will accomplish in the future.

Sincerely,

[Your Name]  
[Your Title]