

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Department]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that your team has been awarded the [Name of Recognition/Award] for [specific achievement or contribution]. This recognition is a testament to your hard work, dedication, and commitment to excellence.

Over the past [specific time period], your team has demonstrated exceptional performance in [mention specific projects, initiatives, or results]. Your collaboration and innovative approach have significantly impacted [mention how it affected the organization or community].

As a token of our appreciation, we invite you to [mention any event, ceremony, or presentation where the award will be given]. Your achievements will not only inspire others but also set a benchmark for success within our organization.

Thank you for your continued efforts and contributions. We look forward to celebrating this well-deserved recognition with you and your team.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Department]

[Company/Organization Name]

[Your Contact Information]