

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

Dear [Recipient's Name],

I am pleased to inform you that you have been selected to receive the [Name of Award] in recognition of your outstanding contributions to [specific achievement or contribution]. Your dedication and commitment to [specific field or project] have made a significant impact and have not gone unnoticed.

The award will be presented at [event/location] on [date] at [time]. This recognition is a testament to your hard work and exemplary performance, and we are honored to celebrate your achievements.

Congratulations once again on this well-deserved recognition. We look forward to celebrating your success at the event.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]