

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

Dear [Recipient's Name],

I am pleased to announce that you have been selected as the recipient of the [Name of Award] for [Year]. This award recognizes your outstanding achievements and contributions to [specific field or organization]. Your dedication and hard work have not gone unnoticed, and we are honored to celebrate your accomplishments at the upcoming annual awards ceremony on [Date of Ceremony] at [Location].

Please RSVP by [RSVP Date] to confirm your attendance. We look forward to honoring you for your exceptional contributions and celebrating your success.

Congratulations once again on this well-deserved recognition!

Sincerely,

[Your Name]
[Your Title]
[Your Organization]