

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected as the recipient of the [Name of Award] for your outstanding achievements in [specific area or subject]. This award recognizes your dedication, hard work, and commitment to excellence throughout the [academic year/semester].

Your efforts have not gone unnoticed, and we commend you for your remarkable performance. Your contributions to [mention specific activities, projects, or initiatives] have set a commendable example for your peers and have positively impacted our school community.

As a token of our appreciation, you will receive [details about the award presentation, such as date, time, and location]. We invite you, along with your family and friends, to join us in celebrating your accomplishments.

Congratulations once again on this well-deserved honor! We are proud of your achievements and excited to see what the future holds for you.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]