

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

Dear [Recipient Name],

I am pleased to inform you that you have been selected to receive the [Name of Award] for your outstanding contributions to [specific area or field]. This recognition highlights your dedication, hard work, and the significant impact you have made within our community.

The award presentation will take place on [Date] at [Location]. We would be honored to have you join us for this special occasion, where we will celebrate your achievements along with other esteemed recipients.

Please confirm your attendance by [RSVP Date]. If you have any questions or require further information, feel free to reach out.

Congratulations once again on this well-deserved recognition.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]