

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/School Name]
[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 achievements in [specific sport or activity]. This award honors your dedication, commitment, and sportsmanship throughout the season.

The presentation ceremony will take place on [Date] at [Location]. We invite you to join us in celebrating your hard work and success.

Congratulations on this well-deserved recognition!

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/School Name]