

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

Dear [Recipient's Name],

I hope this letter finds you well. It is with great pleasure that I write to inform you that you have been selected as the recipient of the [Specific Award Name] for your outstanding contributions to customer service at [Company Name].

Your commitment to excellence, demonstrated through your [specific examples of achievements or behaviors], has not only elevated the experience for our clients but has also inspired your colleagues. Your positive attitude and dedication have significantly impacted our team's success and our customers' satisfaction.

As a token of appreciation, you will receive [details about the award, e.g., a plaque, gift, etc.] during our upcoming [event or meeting], scheduled for [date].

Thank you for your continuous hard work and unwavering commitment to providing exceptional service. We are proud to have you as part of our team.

Warm regards,

[Your Name]
[Your Position]
[Your Company]