

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are thrilled to announce the winners of the prestigious Krishna Award for [Year]. This award recognizes outstanding contributions in [specific field or area], and we are excited to celebrate the achievements of this year's recipients.

The [Year] Krishna Award is awarded to:

1. **[Winner's Name]** - [Brief description of the winner's achievement or contribution]
2. **[Winner's Name]** - [Brief description of the winner's achievement or contribution]
3. **[Winner's Name]** - [Brief description of the winner's achievement or contribution]

An award ceremony will be held on [Date] at [Location], starting at [Time]. We extend a warm invitation to you to join us in honoring these exceptional individuals.

Please RSVP by [RSVP Deadline] to [Contact Information].

We look forward to celebrating the spirit of excellence and dedication with you.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]