

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Krishna Award Nomination

I am pleased to inform you that you have been nominated for the prestigious Krishna Award for your exemplary contributions in [specific field or achievement]. Your dedication and hard work have not gone unnoticed, and we believe you embody the values and spirit of this award. The Krishna Award aims to recognize individuals who have made significant impacts in [specific area or community], and we find your work truly inspiring.

Details regarding the award ceremony are as follows:

Date: [Date of Ceremony]

Time: [Start Time]

Location: [Venue/Address]

We invite you to join us in celebrating your achievements. Please confirm your attendance by [RSVP Deadline].

Congratulations once again on this well-deserved recognition.

Best regards,

[Your Name]

[Your Position]

[Organization Name]