

[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],

I am pleased to inform you that you have been selected as a recipient of the prestigious Krishna Award for [Year/Category]. Your outstanding contributions in [specific field/area] have made a significant impact, and we are honored to recognize your achievements.

The award ceremony will be held on [date] at [location]. We hope that you will be able to join us to celebrate this momentous occasion and share your journey with fellow recipients and attendees.

Please confirm your attendance by [RSVP date]. Should you have any questions or require further information, do not hesitate to reach out. Congratulations once again on this well-deserved recognition!

Sincerely,

[Your Name]
[Your Title]
[Your Organization]