

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Award of the Official Krishna Award

We are pleased to inform you that you have been selected as the recipient of the Official Krishna Award for your outstanding contributions in [specific field or area]. This award is a recognition of your dedication and hard work, and we wholeheartedly congratulate you on this achievement.

The award will be presented to you at the [Ceremony/Event Name] on [Date] at [Location]. Please confirm your attendance by [RSVP Date].

Once again, congratulations on this well-deserved honor. We look forward to celebrating your accomplishments.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]