

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am pleased to announce that [Recipient's Name/Your Organization] has been selected as the recipient of the [Name of Award] for [specific achievement/reason].

This award recognizes [brief description of what the award is for]. Your contributions in [specific areas or projects] have demonstrated [qualities or impact related to the award].

We will be celebrating this achievement at [event details: date, time, location], where you will be officially presented with the award. Your presence is highly encouraged as we gather to honor your accomplishments and contributions.

Congratulations once again on this well-deserved recognition. We look forward to celebrating with you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]