

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

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

Dear [Recipient's Name],

I am pleased to inform you that you have been selected to receive the [Name of Award] for your outstanding achievements in [specific subject or area]. Your dedication, hard work, and passion have truly set you apart from your peers.

Throughout the year, you have consistently demonstrated [specific examples of strength, such as leadership, creativity, or perseverance]. Your contributions to [class projects, extracurricular activities, etc.] have made a positive impact on our school community.

This award recognizes not only your academic excellence but also your character and commitment to personal growth. It is a testament to your efforts and dedication.

Please join us at the [specify event or ceremony] on [date] at [time] for the formal presentation of the award. We look forward to celebrating your achievements with you and your family.

Congratulations once again on this well-deserved recognition!

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[School Name]