

[Your School's Letterhead]

[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 recognized for your outstanding achievements in [specific subject or activity]. Your hard work, dedication, and passion have not gone unnoticed.

Your recent accomplishments, including [specific examples of achievements], demonstrate your commitment to excellence and serve as an inspiration to your peers.

On behalf of [school name or department], I would like to congratulate you on this well-deserved recognition. Keep up the fantastic work!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]