

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Award Notification - [Award Name]

We are pleased to inform you that you have been selected as a recipient of the [Award Name] for [specific purpose or achievement].

Award Details:

- Award Amount: [Amount]
- Award Period: [Start Date] to [End Date]
- Project Title: [Title of the Project]
- Additional Benefits: [Any additional support or benefits]

Please find the attached documents outlining the terms and conditions associated with this award, including any requirements for disbursement and reporting.

We would like to congratulate you on this achievement and look forward to your contribution to [field or community].

If you have any questions, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]