

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

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

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of the Board Innovation Award granted to [Organization/Individual Name]. This prestigious award recognizes our commitment to innovation and excellence in our field.

We are truly honored to receive this recognition, which reflects the hard work and dedication of our team. We appreciate the support and encouragement from the board, which continuously inspires us to pursue innovative solutions and impact.

Thank you once again for this incredible honor. We look forward to continuing our journey of innovation and contributing positively to our community.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]