

Academic Award Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected to receive the [Name of Award] for your outstanding academic achievements in the [Specify Program/Field]. This award is a recognition of your hard work and dedication during the [Specify Academic Year/Term].

The award ceremony will take place on [Insert Date] at [Insert Location]. We kindly request your presence at the event where you will be formally recognized for your accomplishments.

Congratulations on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Title]

[Institution Name]