

# Letter of Recognition

Date: [Insert Date]

To: [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] at [University Name]. This prestigious award recognizes your exceptional contributions and achievements in [specific field or activity].

Your dedication and hard work have not only set a high standard for your peers but have also made a significant impact within our community. We commend you for your outstanding accomplishments and commitment.

The award ceremony will take place on [date of the ceremony] at [venue/location], and we encourage you to attend to accept this honor in person.

Congratulations once again on this well-deserved recognition. We are excited to celebrate your achievements!

Sincerely,

[Your Name]

[Your Title]

[Department/Office]

[University Name]