

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Acceptance of Recognition Award

Dear [Recipient Name],

I am honored to accept the [Name of the Award] awarded to me by [Organization Name]. This recognition truly means a lot to me, and I am grateful for the acknowledgment of my efforts.

I would like to express my appreciation to the selection committee and everyone involved in this process. I am proud to be associated with [Organization Name] and to contribute to its mission.

Thank you once again for this incredible honor. I look forward to attending the award ceremony on [Date of Ceremony] and celebrating this achievement with you and everyone else.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]