

Confirmation of Acceptance of Award

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the [Name of Award] that I was honored to receive on [Date of Award Ceremony]. I am truly grateful for this recognition and appreciate the opportunities that this award will provide.

Thank you once again for this prestigious award. I look forward to celebrating this accomplishment and continuing to contribute to [related field or community].

Sincerely,

[Your Name]