

# Private School Name

Date: [Insert Date]

**Dear [Student's Name],**

It is with great pleasure that we announce you as the recipient of the Academic Merit Trophy for the [Insert Academic Year]. Your hard work, dedication, and enthusiasm for learning have set a remarkable example for your peers.

Your outstanding achievements in academics exemplify the values of our school, and we are proud to recognize your contributions to our learning community.

You are cordially invited to the award ceremony on [Insert Date] at [Insert Time], where we will formally present you with the Academic Merit Trophy. We encourage you to invite your family to join us in celebrating this significant achievement.

Once again, congratulations on this well-deserved honor. We look forward to seeing all the great things you will continue to accomplish in the future.

Sincerely,

[Your Name]

[Your Position]

Private School Name