

Private School of Excellence

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected to receive the Academic Achievement Award for the [insert school year] due to your outstanding performance in academics.

Your dedication and hard work have truly distinguished you among your peers and contributed to the high standards of our school. This award acknowledges your commitment to excellence in education.

The award ceremony will be held on [insert date] at [insert location]. We invite you to join us as we celebrate your achievements and those of other outstanding students.

Congratulations on this well-deserved recognition! We are proud to have you as a part of our school community.

Sincerely,

[Your Name]

[Your Title]

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