

Dear [Recipient's Name],

We are pleased to inform you that you have been selected as a recipient of the Academic Achievement Award for the [Academic Year/Term]. This award recognizes your hard work, dedication, and outstanding performance in your studies.

Award Details:

- **Award Name:** Academic Achievement Award
- **Criteria:** [Brief description of criteria]
- **Eligibility:** [Eligible students or criteria]
- **Award Ceremony Date:** [Date]
- **Location:** [Venue/Location]
- **Time:** [Time]

Please confirm your attendance by replying to this letter by [RSVP Date]. We look forward to celebrating your achievements and wishing you continued success in your academic journey.

Congratulations once again!

Sincerely,

[Your Name]

[Your Title]

[Your Institution]