

Academic Excellence Award Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected to receive the Academic Excellence Award for your outstanding performance in [specific subject or program]. Your dedication and hard work have distinguished you among your peers.

The award will be presented to you during the [insert event, e.g., Annual Awards Ceremony] on [insert date] at [insert location]. We invite you to join us in celebrating your achievements.

Congratulations on this well-deserved honor!

Sincerely,

[Your Name]

[Your Title]

[Your Institution]