

Distinguished Service Recognition Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to announce that you have been selected to receive the Distinguished Service Recognition Award for your outstanding contributions and dedicated service to [Organization/Community]. Your commitment and unwavering dedication have significantly impacted our mission and the lives of those we serve.

This award will be presented to you at our upcoming [Event/Meeting] on [Date and Time] at [Location]. We invite you to join us in celebrating your achievements and the positive influence you have had on our organization.

Thank you for your exemplary service. We look forward to honoring you at the event.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]