

Community Service Recognition Initiative

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

We are pleased to inform you that you have been recognized for your outstanding contributions to our community through the Community Service Recognition Initiative. Your dedication and commitment to making a positive impact have not gone unnoticed.

In appreciation of your efforts, we invite you to attend a recognition ceremony on [Insert Date] at [Insert Location]. This event will celebrate your achievements and the difference you have made in the lives of others.

Please RSVP by [Insert RSVP Date] to confirm your attendance.

Thank you for your invaluable service to the community. We look forward to celebrating your accomplishments with you.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]