

Certificate Presentation Letter

Date: [Insert Date]

Dear [Student's Name],

We are pleased to inform you that you have been selected as a winner of the [Name of Award] for [Year]. Your hard work and dedication have truly set you apart, and we are excited to recognize your achievements.

You are cordially invited to the certificate presentation ceremony, which will take place on [Date] at [Time] in [Location]. This event will celebrate your accomplishments along with your fellow award winners.

Please confirm your attendance by [RSVP Date]. We look forward to celebrating your success!

Congratulations once again!

Sincerely,

[Your Name]

[Your Title]

[Institution/Organization Name]