

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Title/Position]
[Organization]
[Organization Address]

Dear [Recipient Name],

I am writing to formally accept the

(Name of Award) presented by

(Awarding Organization).

I am sincerely honored to receive this recognition. Thank you for this distinction and for your consideration.

[Optional: Add a brief personal note or words of appreciation.]

Sincerely,

Signature

Printed Name