

Formal Acceptance Letter

Subject: Acceptance of [Award Name]

Dear [Award Committee/Organizer Name],

I am honored to receive the [Award Name] in recognition of my contributions to [Field/Activity]. I wholeheartedly accept this award and express my sincere gratitude to the committee for acknowledging my efforts.

I look forward to participating in the award ceremony scheduled on [Date] and will comply with any requirements or formalities needed. Thank you once again for this distinguished recognition.

Sincerely,

[Your Name]

[Your Position/Organization]

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