

Formal Winner Announcement Letter

Subject: Congratulations on Winning the Annual Excellence Award

Dear [Recipient's Name],

On behalf of the Selection Committee, it is my pleasure to inform you that you have been chosen as the winner of the Annual Excellence Award for 2025. Your dedication, hard work, and contributions have set a benchmark of excellence within our organization.

The award ceremony will be held on October 15, 2025, at the Grand Ballroom, Downtown Conference Center. We look forward to celebrating your achievement in the presence of colleagues, dignitaries, and guests.

Once again, congratulations on your outstanding success.

Sincerely,

[Your Name]

[Your Position]

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