

Sample Letter of Congratulations (Student Award Recipient)

Date

Dear XXX:

I am writing as a follow-up to our phone conversation on Friday, April 8 informing you that you have been selected this year's Outstanding [program] Student by the faculty in the Department of xxx. Congratulations on this achievement!

For this award, a student is selected from among those eligible (3.5+ grade point average for combined spring xx and fall xx course work; strong performance in xxx courses, a 3.2+ cumulative grade point average). In addition, the student selected should demonstrate a passion for xxx studies, exemplify commitment to xxx profession, and show a positive attitude toward program peers and instructors.

You have met and surpassed these criteria, and you have clearly demonstrated the outstanding qualities we look for in our student recipients of this award.

We invite you and your guests to a Student Recognition Event, sponsored by the College of [], on Friday, April 29, 3-5 p.m. in the Rankin Center Dome Room.

If you have any questions, please feel free to contact me.

Congratulations again, xxx, and we are looking forward to welcoming you and celebrating with you at the awards event on April 29.

Best,

Name

Title/Role

Department/Program