

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

| | | |
|----------------------|------|----------------------|
| | | Return address: |
| | | Name |
| | Date | Address Line 1 |
| | | Address Line 2 |
| | | City, State Zip Code |
| Name | | |
| Company | | |
| Address Line | | |
| City, State Zip Code | | |

Re: Accept an Honor

Dear :

Receiving the {name} Honor has always been a dream of mine. The {name} Honor is a coveted symbol of achievement and prestige. I am very enamored to accept this award and belong to this league of esteemed honorees.

Sincerely,

N A M E