

Department Header

DATE

STUDENT'S LEGAL NAME

STUDENT'S HOME ADDRESS

(STUDENT'S HUNTER EMAIL OPTIONAL)

Dear **STUDENT'S LEGAL NAME**,

I am pleased to inform you that you have been chosen to receive the **AWARD NAME HERE (EX. 2024 Olive Stewart Reynolds award)** for an **REASON FOR AWARD (EX. outstanding undergraduate student majoring in chemistry)**.

You will receive an award of **\$AMOUNT FOR AWARD** in recognition of excellence in your academic performance. Congratulations and we wish you a continued success in your career.

(If award is \$600 or more, you must include that it is taxable and they will receive a 1099 form)

Sincerely,

FACULTY SIGNATURE

FACULTY NAME

TITLE