

SAMPLE RECIPIENT LETTER

This letter can be customized and used to help your club notify *Live Your Dream Awards* recipients.

January X, 20XX
Anna Smith,
55 Main Street
Anytown, Anystate 10555

Dear Anna:

Congratulations! You have been selected to receive a Soroptimist *Live Your Dream Award* from Soroptimist International of **Anytown**. It is our sincere hope that this cash award of **\$1,000** will help you to achieve your educational goals and, later, your career goals as well.

In addition to this award, your application will be submitted for further judging at our region level. The first place award at the region level is \$5,000 and runners-up are awarded \$3,000.

The members of our club would like the opportunity to meet and honor you by **presenting this award in person at a special luncheon on March 8, International Women's Day, at the Anytown Inn**. We hope that you will be able to join us.

We would like your permission to share your story with the local media to further honor you and your efforts. If you are comfortable with this, please sign the included media consent form and return it to us. It is okay if you would prefer that we not share your story.

I will contact you with more information about attending **our luncheon**. Again, congratulations!

Sincerely,

Elizabeth Smith, President
Soroptimist International of **Anytown**