

LA SALLE UNIVERSITY

Office of the President
La Salle University
Philadelphia, Pennsylvania

Dear _____:

I am pleased to inform you that you have been selected to receive the _____ Award for the year 20____. This award is presented to individuals who have demonstrated exceptional achievement in the field of _____ during the past year. Your contributions to the community and your dedication to your work have been highly appreciated.

The award ceremony will be held on _____ at _____, Philadelphia, Pennsylvania. We would be honored to have you in attendance. Please contact _____ at _____ if you have any questions or need further information.

Yours sincerely,

President, La Salle University

