

(Insert Date)

(Insert To: Address)

Dear (Insert Name)

Congratulations! You have been chosen to receive the 2002 OHIMA Ambassador to Education Award. (Insert Name of Person that Nominated) nominated your for your strong commitment and support of (Insert School Name). Your hard work and dedication to our profession makes us very proud to be able to honor you with this award.

As a recipient of one of our profession's achievement awards, your registration fee for the 2002 OHIMA Annual Meeting is waived. In addition, you will be presented with this award during the "Awards Recognition Luncheon" at the Annual Meeting on (Insert Date/Time of Meeting).

Again, Congratulations! I look forward to seeing you at the meeting.

If you have any questions, please feel free to contact me at (Insert Contact Information).

Sincerely,

Insert Name
Project Leader – OHIMA Awards

cc: (Insert cc: information)