

(Insert Date)

(Insert Name and Address of Recipient)

Dear(Insert Name),

Congratulations! You have been chosen to receive the (Insert year) OHIMA Distinguished Member Award. (Insert name of person who nominated) nominated you for your strong commitment and support of OHIMA. 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 entire (insert year) 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).

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

If you have any questions, please feel free to contact me at (Insert phone number)

Sincerely,

(Insert name)

Project Leader – OHIMA Awards

cc: OHIMA Board