

(Insert date)

(Insert recipient's boss' name and address)

Dear (Insert recipient's boss' name):

I am proud to notify you that your employee, (Insert name and credential of award winner) has been chosen to receive the (Insert year) OHIMA Professional Achievement Award. (Insert name of person who nominated) nominated (Insert recipient's name) for her strong commitment and support of OHIMA. (Insert name of recipient) hard work and dedication to our profession makes us very proud to be able to honor her with this award.

As a recipient of one of our profession's achievement awards, (Insert name of recipient)'s registration fee for the entire (Insert year) OHIMA Annual Meeting is waived. In addition, she will be presented with this award during the "Awards Recognition Luncheon" at the Annual Meeting to be held on Monday, (Insert date).

Thank you for your support of the HIM profession through a fine staff member such as (Insert recipient's name).

Sincerely,

(Insert name of project leader)
Project Leader – OHIMA Awards

cc: (Award recipient)