April 4, 2019

To the Parents of

<TITLE> <FIRST> <LAST>

<ADDRESS>

<CITY>, <ST> <ZIP>

Dear Parents:

Congratulations! Your <SorD>, <FIRST>, has been selected to receive the <DEPT> Department Award for highest honors in <SUBJECT>.

All <DEPT> Department award winners will receive their awards at a special ceremony to be held at the college on <DATE> at 7:30pm in Room <RM>.

We look forward to seeing you and your child at our awards ceremony. Once again, congratulations to you and <FIRST> for this outstanding achievement.

Sincerely,

Patricia Miles

Dean of Students

pm/sr