To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Award Acceptance Letter**

Dear Sir/Madam,

Yesterday, I have been informed about my Salesman of the Month award by the supervisor of Sales Department, Mr./Mrs. [name of Supervisor]. I was not sure at all that my performance was that much great that it would earn me this award.

I am very glad to see that my efforts and hard work is recognized and I will always try my best for the overall growth and development of the organization. It’s a great honor and privilege for me to be accepting this award from the Sales Director.

Thanks a lot once again for acknowledging my hard work.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]