Dear (name),

I’m writing to inform you that (awardee name) has been chosen to receive (award name) by HBA (chapter). (Insert text from below for specific award summary.) The nominator for this award had the following to say about (awardee name)’s contributions:

(Insert text/examples from nomination)

(Insert any personal experience with the volunteer and additional reasoning for deserving the honor). (Awardee name) will be honored (list newsletter, event name/date, etc).

The HBA (chapter) chapter would not exist without the dedicated volunteers who help us work toward our mission of furthering the advancement and impact of women in the business of healthcare. (Awardee name) is certainly an example of that impact.

Sincerely,

(Name)

(HBA Role- typically Chapter President, Membership/Volunteering DAL, Regional Chair or Regional Engagement COE President)

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Award summaries:

LEAD: This prestigious award recognizes HBA volunteer leaders who are true role models in leadership, excellence, and dedication.

Legacy: This award honors a volunteer leader who has demonstrated outstanding service and long-term contributions to the HBA.

Marie Curie: This award recognizes volunteer leaders who have used innovative thinking to bring about a positive impact to their local HBA chapter.

Everest: This award recognizes those who have gone above and beyond to achieve a significant accomplishment in the face of difficulty.

Honored Volunteer: This award recognizes volunteer leaders who have demonstrated outstanding service to their HBA chapter.

Spark: This award is a peer-to-peer recognition program which honors volunteers who have distinguished themselves through attitude, consistency, and dependability.