

**LETTER FORMAT FOR WINNING ENTRIES**  
**(Letters to winners should be written on your institution's letterhead)**

Date

Name of Person Submitting Entry  
Title  
Institution  
Address

Dear

Congratulations! The judges in the SUNYCUAD Awards of Excellence \_\_\_\_\_category have selected your entry to receive the \_\_\_\_\_ award. Out of \_\_\_\_\_ entries in this competition, the judges awarded (one or no) Best of Category, and (one or two) Judges' Citations.

All awards will be presented and winning entries displayed during the SUNYCUAD Annual Educational Conference in Buffalo on June 9-12, 2010. SUNYCUAD will post all winners on its web site ([www.sunycuad.org](http://www.sunycuad.org)) in June. If you are unable to attend the conference, your award will be mailed to you in July.

Congratulations on this achievement. You, your institution and staff should be very pleased with your success.

Sincerely,

Name of Host Coordinator  
Title

**LETTER FORMAT FOR ENTRANTS WHO DID NOT WIN  
(Letters should be written on your institution's letterhead)**

Date

Name of Person Submitting Entry

Title

Institution

Address

Dear

Thank you for submitting an entry to the SUNYCUAD Awards of Excellence \_\_\_\_\_category. Unfortunately, you were not selected as a recipient of a Best of Category or Citation. However, in response to requests from past entrants, we are now sharing the judges' comments with all of those who submitted entries. We are doing this in order to share constructive comments from our judges in order to better equip entrants for future submissions. Enclosed please find the judges' comment forms.

All awards will be presented and winning entries displayed during the SUNYCUAD Annual Educational Conference in Buffalo in June. SUNYCUAD will post all winners on its web site ([www.sunycuad.org](http://www.sunycuad.org)) during that month.

Thank you for participating.

Sincerely,

Name of Host Coordinator

Title