

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 Saratoga Springs on June 8-10, 2011. SUNYCUAD will post all winners on its web site (www.sunycuad.org) in June.

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.
The competition was once again very steep and there were a number of entries for the judges to consider.
Unfortunately your entry was not selected as a recipient of a Best of Category or Judges Citation.

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

Thank you for participating.

Sincerely,

Name of Host Coordinator

Title