

SAMPLE LETTER to award recipients from your parish.

Adapt this letter as needed

INSERT YOUR LETTERHEAD HERE

Dear

The youth ministers from our area have collaborated to create an event of recognition to honor our young people and acknowledge their efforts in leadership, Christian service, or commitment to their parish, family, community, or school. Each participating parish determines which high school youth from their parish will be recognized, but parishes must stay within the criteria established by the Timothy Recognition Committee and are limited in the number of young people they may nominate.

Here at our parish, we would love to acknowledge and recognize each of our wonderful young people. But since this is a collaborative effort and many parishes will be participating, we must limit our nominees to *nine*. It was very difficult for our pastoral staff to discern which teens from this parish would be recognized. Ultimately, our decisions were based on outstanding dedication outside youth ministry activities, with special consideration given to upper classmen.

We are pleased to announce that you have been chosen from our parish as an award recipient for the 2024 Timothy Award Youth Recognition Event. Congratulations on this great honor!

You have every reason to be proud of your accomplishments, but out of thoughtfulness for other teens and their feelings please be discreet when discussing the award ceremony. We will openly discuss the awards and will invite parish high school teens to attend, but there will not be a formal announcement at our gatherings.

The Timothy Award Youth Recognition Event is scheduled for **April 28, 2024, 3:30 pm, at Our Lady of Victory in Northville**. During the ceremony each nominee will have their name announced and a short biography read as they receive their certificate and commemorative cross. We need your help in completing the enclosed Youth Profile and with providing a wallet sized photo of yourself for display.

Also enclosed is an invitation that you may share with any guests you would like to invite to this special occasion. Please be sure to RSVP by the deadline. *Award recipients are asked to arrive at 3:00pm before the ceremony for registration and to be dressed in their Sunday best.*

Thank you for all your efforts to serve our parish and community.

Peace,

(signature)