**Congratulations Letter To Winning Team**

To

Ms. Kristen Cogburn

Technical Writing Team Lead

XYZ Solutions

55 Mayville

London

Date: 08.01.2014

Dear Ms Cogburn

Subject: Congratulations to the winning team

This letter is intended to inform you and your team for winning the first position in the ‘Interactive Tech Solution’ competition held on July 15th 2014 in the Park Avenue Hall in London. You and your team have excelled in your work and have thus been awarded the top position and a cash prize of £500 along with certificates and a trophy.

It is a great honor for you and your team to emerge winners among many deserving and competitive peers. We are extremely proud to have a team like yours be a part of our organization. The judges have made a special mention of the simplicity of your team’s technical document composition and also the interactive nature of the document. You effort can be truly called taking the act to the next level and that is what we expect you to deliver not only in competitions but also in your job assignments.

You will receive your certificates and your prize money individually and the trophy shall be retained in the corporate office. Once again congratulations on the fantastic win!

Yours Sincerely

Bill Mayers

CEO, XYZ Solutions