

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Military Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally nominate [Nominee's Name] for the [Specific Award Name] in recognition of their exemplary service and dedication to [specific achievements or contributions].

Throughout their [length of service or specific period], [Nominee's Name] has demonstrated exceptional [qualities/skills related to the award], significantly contributing to [specific missions/projects/accomplishments].

[Include detailed examples of the nominee's accomplishments that warrant the award. Mention any leadership roles, acts of bravery, community service, or contributions to the military and/or community.]

[Nominee's Name]'s commitment to excellence and unwavering support for their fellow service members truly embody the values we honor through this award.

Thank you for considering this nomination. I believe [Nominee's Name] is more than deserving of this recognition, and I am confident that their contributions have made a lasting impact.

Sincerely,

[Your Name]
[Your Rank/Title (if applicable)]
[Your Affiliation (if applicable)]