

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

[Recipient's Name]
[Recipient's Title]
[Award Committee/Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally nominate [Nominee's Name] for the [Award Name] in recognition of their outstanding contributions in [specific field or area].

[Nominee's Name] has demonstrated exceptional [skills/qualities/achievements] in [describe specific accomplishments or contributions]. Their commitment to [mention cause, community, or field] has made a significant impact, notably in [provide specific examples]. Furthermore, [Nominee's Name] has [mention any additional qualifications or recognitions] that illustrate their dedication and passion for [specific area]. Their leadership and innovative approaches have inspired many and truly deserve acknowledgment through this award.

In conclusion, I wholeheartedly recommend [Nominee's Name] for the [Award Name] and believe they embody the values and standards set forth by [Award Committee/Organization Name]. Thank you for considering this nomination.

Sincerely,

[Your Name]
[Your Position/Relationship to Nominee]