

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position of Recipient]  
[Award Committee or Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to nominate [Nominee's Name] for the [Name of Award] in recognition of their outstanding achievements and contributions in the field of [relevant field or discipline].

[Nominee's Name] has consistently demonstrated excellence in [specific area or activity related to the award]. Their dedication to [specific goals or achievements] has set them apart and showcases their commitment to [values or principles related to the award].

Throughout their time at [Institution or Organization], [he/she/they] has achieved [specific accomplishments, projects, or responsibilities].

Notably, [provide a specific example of a project or achievement that illustrates the nominee's qualifications].

In addition to [his/her/their] academic prowess, [Nominee's Name] has also contributed to [describe additional involvements such as leadership positions, community service, or research]. These efforts highlight [his/her/their] ability to [skills or qualities that make the nominee a strong candidate].

I firmly believe that [Nominee's Name] would be a deserving recipient of the [Name of Award], as [he/she/they] exemplifies the ideals this award seeks to honor. Thank you for considering this nomination. I am confident that [Nominee's Name] will continue to make significant contributions to [his/her/their] field.

Sincerely,

[Your Name]  
[Your Title/Position]