

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

[Recipient's Name]
[Recipient's Title/Position]
[Organization's Name]
[Organization's 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 achievements and contributions to [relevant field or community].

Throughout [his/her/their] time at [Nominee's Organization/School/Company], [Nominee's Name] has demonstrated exceptional [skills/qualities/achievements] that have significantly impacted [specific area or community]. Notably, [provide specific examples of achievements, contributions, or projects that highlight the nominee's qualifications for the award].

[Nominee's Name]'s dedication to [mention relevant qualities such as leadership, innovation, collaboration, etc.] has not only inspired [his/her/their] peers but has also led to [mention any measurable impact, recognition, or accolades received].

I strongly believe that [Nominee's Name] embodies the spirit of the [Award Name] and deserves to be recognized for [his/her/their] exemplary work and commitment. I am confident that [his/her/their] continued efforts will inspire others and drive further success in our community. Thank you for considering this nomination. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or supporting documentation.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Organization] (if applicable)