

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

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally nominate [Nominee's Name] for the [Award Name]. [He/She/They] has made significant contributions in [specific area or field] and exemplifies the values and standards of excellence that this award represents.

[In this paragraph, provide a brief overview of the nominee's background, including relevant qualifications, achievements, and experience related to the award category.]

Furthermore, [Nominee's Name] has demonstrated exceptional [skills/qualities] through [specific examples of achievements, projects, or initiatives]. [Share anecdotes or data that highlight the impact of their work.]

In addition to [his/her/their] professional accomplishments, [Nominee's Name] is also dedicated to [community service, mentorship, etc.], further showcasing [his/her/their] commitment to making a difference.

I strongly believe that [Nominee's Name] is a deserving candidate for the [Award Name], and I wholeheartedly support this nomination. Thank you for considering this exemplary individual for this prestigious recognition.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Organization, if applicable]