

[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 nominate [Nominee's Name] for the [Award Name] Community Service Award. [Nominee's Name] has demonstrated exceptional commitment to our community through their volunteer work and various initiatives. In the past [time period], [Nominee's Name] has been involved in [specific projects or activities], which have made a significant impact on our community. Their dedication to [describe the cause or issue] has inspired countless individuals to get involved and contribute as well. One example of [Nominee's Name]'s outstanding service is [specific example of their contributions, achievements, or leadership]. This initiative not only benefited those directly involved but also fostered a spirit of collaboration and unity among community members. In addition to their hands-on work, [Nominee's Name] has also [mention any leadership roles, organizing efforts, or advocacy work]. Their ability to mobilize others and advocate for important issues is truly commendable.

I strongly believe that [Nominee's Name] embodies the values and mission of the [Award Name] and deserves to be recognized for their exemplary service to our community. Thank you for considering this nomination.

Sincerely,

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