

[Your Name]  
[Your Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Award Committee Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name or Award Committee],

I am writing to formally nominate [Nominee's Name] for the [Specific Award Name] for their outstanding contributions to [Company/Department Name] over the past [time frame, e.g., year].

[Nominee's Name] has consistently demonstrated exceptional [qualities/skills relevant to the award, e.g., leadership, teamwork, innovation] that have significantly impacted our team and the organization as a whole. Specifically, [provide a brief description of specific achievements, projects, or instances where the nominee excelled].

In addition to their professional accomplishments, [Nominee's Name] exemplifies [specific values or characteristics relevant to the award, e.g., dedication, integrity, collaboration], making them not only a remarkable employee but also a great team player and mentor to others. I strongly believe that [Nominee's Name] deserves this recognition for their hard work and commitment. Thank you for considering this nomination.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]