

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

Dear [Recipient Name or "Award Committee"],  
I am writing to nominate [Nominee's Name] for the [Name of Award] for their outstanding contributions to [specific field, organization, or community]. Over the past [time period], [Nominee's Name] has demonstrated exemplary dedication, skill, and innovation that has significantly impacted [describe the area of influence].

[In this paragraph, provide specific examples of the nominee's achievements, contributions, and qualities that merit the award. Use metrics or anecdotes to illustrate the nominee's excellence.]

Furthermore, [Nominee's Name] consistently embodies the values of [Organization/Field] through their [list important qualities such as leadership, teamwork, creativity, etc.]. Their efforts not only inspire their peers but also set a high standard for excellence within our community.

I firmly believe that [Nominee's Name] is a deserving candidate for this honor due to their unwavering commitment and exceptional performance.

Thank you for considering this nomination.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]