

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Awarding Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally nominate [Nominee's Name] for the [Name of Innovation Award] in recognition of their outstanding contributions to [specific field/area]. [Nominee's Name] has demonstrated exceptional innovation through [briefly describe the nominee's project/initiative and its impact].

[Provide specific examples of the nominee's work, detailing the innovative approaches they employed. Highlight any measurable outcomes or benefits resulting from their innovation.]

[Discuss the significance of their contributions within the context of the broader industry or community, and how they inspire others to pursue innovative solutions.]

I believe that [Nominee's Name] embodies the spirit of the [Name of Innovation Award], and their commitment to innovation makes them a deserving candidate. Thank you for considering this nomination.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]