

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email]  
[Date]

[Recipient Name]  
[Recipient's Position]  
[Recipient's Company]

Dear [Recipient's Name],

I am writing to formally nominate [Nominee's Name] for the Peer Recognition Award. Throughout [his/her/their] time at [Company/Department], [he/she/they] has demonstrated exceptional [qualities/behaviors] that truly set [him/her/them] apart. [Nominee's Name] has consistently [specific example of achievements or contributions]. [He/She/They] goes above and beyond to [describe the impact of their work on the team or company]. [Provide another example or story illustrating this].

Furthermore, [Nominee's Name] is always willing to lend a helping hand and support colleagues in need. [He/She/They] fosters a positive work environment by [describe any leadership or team-building qualities].

I truly believe that [Nominee's Name]'s contributions deserve recognition, and [he/she/they] would be a deserving recipient of the Peer Recognition Award. Thank you for considering this nomination.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]