

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

Dear [Recipient Name],

I am writing to nominate [Nominee's Name] for the [Service Award Name] in recognition of their exceptional contributions to [specific team, project, or organization].

Since joining [Company/Organization Name] in [Year], [Nominee's Name] has consistently demonstrated outstanding [skills, qualities, or achievements relevant to the nomination]. Their commitment to [specific principles or goals] has greatly impacted our [team, department, or community].

Some notable examples of [Nominee's Name]'s achievements include:

1. [Description of achievement or contribution 1]
2. [Description of achievement or contribution 2]
3. [Description of achievement or contribution 3]

[Nominee's Name]'s ability to [additional relevant skills or traits] has not only driven success in their role but has also inspired those around them. Their [work ethic, leadership, teamwork, etc.] exemplifies the values that [Company/Organization Name] upholds.

I strongly believe that [Nominee's Name] is deserving of the [Service Award Name]. Their dedication and hard work continue to make a significant difference, and I am proud to support their nomination.

Thank you for considering this nomination.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]