

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

Dear [Recipient Name or Award Committee],
I am writing to formally nominate [Team Name] for the [Name of Award] due to their outstanding contributions and achievements over the past year.
[Insert a brief overview of the team's role and the significance of their work in the organization.]

Throughout [specific time period], [Team Name] has demonstrated exceptional [qualities such as teamwork, innovation, dedication, etc.]. A few key highlights of their contributions include:

1. [Insert specific achievement or project and its impact]
2. [Insert another achievement or initiative and its outcome]
3. [Mention any challenges overcome and the overall growth resulting from their efforts]

These accomplishments reflect the team's commitment to [specific goals or values relevant to the award]. Their collaboration and drive not only benefitted our organization but also inspired others within the team and beyond.

I believe that [Team Name] truly embodies the spirit of the [Name of Award] and would like to express my full support for their nomination.
Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Position]