

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

[Recipient's Name]
[Recipient's Title]
[Award Committee or Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Award Committee"],
I am writing to nominate [Nominee's Name] for the [Award Name] for their exemplary contributions to [specific field or cause]. Over the past [duration], [Nominee's Name] has demonstrated exceptional [qualities/achievements related to the award criteria].
In their role as [Nominee's Position/Title] at [Nominee's Organization], they have [specific example of their work and impact]. Their dedication to [specific projects or initiatives] has not only inspired their peers but has also led to [measureable outcomes or accomplishments].
Additionally, [Nominee's Name] has contributed to [other relevant achievements, activities, or community involvement]. Their commitment to [values or missions relevant to the award] makes them an ideal candidate for this prestigious recognition.
I believe that [Nominee's Name] embodies the spirit of [Award Name] and thoroughly deserves this honor. Thank you for considering this nomination. Please feel free to contact me for any further information.
Sincerely,
[Your Name]
[Your Title]