

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

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

Dear [Recipient's Name],

I am writing to formally nominate [Nominee's Name] for the [Name of Award]. I believe [he/she/they] is a deserving candidate due to [briefly state reason for nomination].

[Provide a detailed explanation of the nominee's achievements, contributions, and any relevant experiences that support the nomination. Include specific examples and impact where applicable.]

In conclusion, I wholeheartedly support [Nominee's Name]'s nomination for the [Name of Award] and believe that [he/she/they] would be a worthy recipient. Thank you for considering this nomination.

Sincerely,

[Your Name]
[Your Position]