

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your consideration for the nomination of [Nominee's Name] for the [Name of Award] for [Year].

[Nominee's Name] has consistently demonstrated exceptional [qualities/achievements relevant to the award] that align with the values of the [Award Name]. Throughout [his/her/their] [career/tenure], [he/she/they have] made significant contributions, including [briefly list specific achievements or contributions that support the nomination]. Given [his/her/their] dedication and impact in [specific field or community], I firmly believe that [Nominee's Name] would be a deserving recipient of this honor.

I would be happy to provide any additional information or support needed for this nomination. Thank you for considering this request.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]