

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

[Date]  
[Recipient's Name]  
[Title]

[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request consideration for an award recognizing [Nominee's Name] for their outstanding service at [Organization/Company Name].

[Describe the nominee's specific contributions, achievements, and the impact they have made on the organization and its members. Use clear and concise language to highlight key accomplishments and qualities].

[Provide examples of how the nominee has gone above and beyond in their role and the positive outcomes that resulted from their efforts].

Their dedication, professionalism, and commitment to excellence truly exemplify the values of our organization, and I believe they deserve to be recognized for their hard work and contributions.

Thank you for considering this request. I am looking forward to discussing this further and ultimately honoring [Nominee's Name] for their exceptional service.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]