

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

[Recipient's Name]
[Recipient's Title]
[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 consideration for an award recognizing the outstanding contributions made by [Volunteer's Name] during their time with [Organization Name].

[Volunteer's Name] has been an integral part of our team since [Start Date], dedicating countless hours to [briefly describe specific volunteer activities and impact]. Their commitment to [cause/mission of the organization] has significantly enriched our community and inspired others around them.

Throughout their service, [Volunteer's Name] has demonstrated exceptional qualities such as [list qualities or achievements, e.g., leadership, initiative, teamwork]. Some notable accomplishments include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Given their remarkable impact and dedication, I believe that [Volunteer's Name] truly deserves to be acknowledged with [specific award name or type]. This recognition would not only honor their hard work but also motivate and inspire other volunteers within our organization.

Thank you for considering this request. I look forward to your positive response.

Warm regards,

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