

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

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

Dear [Recipient Name],

I am writing to formally submit a request for the [specific award name] for [individual/team/organization name]. This award aligns perfectly with our [initiative/project/achievement] and we believe that it highlights the [impact/significance/innovation] of our work.

[Provide a brief overview of the individual/team/organization and their accomplishments relevant to the award.]

[Explain why you believe this submission deserves the award, including any notable achievements, statistics, or testimonials that support your request.]

Thank you for considering our application for the [specific award name]. We are excited about the opportunity to be recognized for our efforts in [specific area/field] and look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Organization Name]