

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Award Committee/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 the [Name of Award] for [specific reason or contribution].

As a [your position or title] with [number] years of experience in [your field/industry], I have been dedicated to [briefly describe your efforts, contributions, and achievements relevant to the award]. My work in [specific projects, initiatives, or accomplishments] has allowed me to [describe impact or recognition].

I believe that my contributions align with the values and criteria of the [Name of Award]. I have attached my [resume/CV, portfolio, or any supporting documents] for your review.

Thank you for considering my request. I am looking forward to the opportunity to further discuss my application.

Sincerely,
[Your Name]