

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request consideration for an award recognizing long-term service within [Organization/Company Name].

Having been a part of this organization for [number of years], I have consistently strived to contribute positively to our goals and mission. Throughout my tenure, I have [briefly outline your achievements, contributions, or specific projects that demonstrate your commitment and service].

I believe that my dedication and the professional growth I have experienced here merit recognition. Receiving this award would not only honor my contributions but also highlight the importance of long-term commitment in our organization.

Thank you for considering my request. I am looking forward to your positive response.

Warm regards,

[Your Name]
[Your Job Title]