

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request consideration for a recognition award for my achievements in [specific area or project]. Over the past [time period], I have dedicated myself to [briefly outline your contributions and relevant achievements], which I believe align with the values and goals of [Organization's Name].

During my time at [Organization's Name], I have successfully [list specific accomplishments or initiatives], resulting in [describe the impact of your work]. I am proud of these achievements and the positive influence they have had on our team and the organization as a whole.

I would be grateful for the opportunity to be recognized for my efforts through an award. I believe this acknowledgment would not only reflect my commitment but also inspire others within the organization.

Thank you for considering my request. I look forward to discussing this further.

Sincerely,

[Your Name]  
[Your Position]