

[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 letter finds you well. I am writing to formally request your support in my application for the [specific award name] award, which recognizes [brief description of the award's purpose].

As a [your current position/title] at [your organization], I have had the opportunity to [briefly describe your relevant experiences, achievements, and contributions that align with the award criteria]. I am particularly proud of [mention any specific project, initiative, or accomplishment that showcases your qualifications].

Receiving this award would not only be an honor but would also enhance my commitment to [mention any goals or aspirations related to your field]. I believe that my work aligns well with the values and mission of [organization offering the award].

I have attached my application materials for your review, including my resume and supporting documentation. I would greatly appreciate your endorsement, as it would strengthen my application significantly.

Thank you for considering my request. I look forward to the opportunity to discuss this further.

Sincerely,

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