

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an award nomination for [Employee's Name] for [specific award or recognition].

[Employee's Name] has been with [Company Name] for [duration] and has consistently demonstrated exceptional performance in their role as [Employee's Position]. [He/She/They] has made significant contributions towards [specific achievements, projects, or responsibilities] that have positively impacted the team and the organization as a whole.

[Optional: Include specific examples of accomplishments, leadership qualities, or any instances that highlight the employee's dedication and hard work.]

I believe that [Employee's Name] embodies the values of our company and is highly deserving of this recognition. I would appreciate your consideration of this request to honor [him/her/them] with the [specific award name], as it would not only celebrate [his/her/their] hard work but also motivate others in the organization to strive for excellence.

Thank you for considering this nomination. I am happy to provide any additional information you may need to support this request.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]