

[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 consideration for a community service award in recognition of my contributions to [specific community service project or activity] over the past [duration].

Throughout my involvement, I have [briefly outline your contributions and the impact made]. This experience has not only allowed me to [mention personal growth or skills gained], but it has also enriched our community in [specific ways].

I believe that receiving this award would not only honor my efforts but also inspire others to engage in community service. I am happy to provide any additional information or documentation to support my request.

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

Sincerely,
[Your Name]