

[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 message finds you well. I am writing to formally request your support in nominating [Nominee's Name] for the [Specific Award Name] presented by [Award Organization]. Given [his/her/their] outstanding contributions to [relevant field or community], I believe [he/she/they] would be an exceptional candidate for this recognition.

[Provide a brief overview of the nominee's achievements and qualifications that make them deserving of the award. Include specific examples and accomplishments that highlight their impact.]

I am confident that [Nominee's Name] embodies the values and excellence that the [Specific Award Name] represents. I am happy to provide any additional information or documentation needed to support this nomination.

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

Sincerely,

[Your Name]

[Your Position/Relationship to Nominee] (if applicable)