

[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 am writing to you on behalf of [Organization/Committee Name] to present [Nominee's Name] with the [Name of the Award] for their outstanding contributions to humanitarian efforts.

[Nominee's Name] has dedicated their life to [briefly explain the focus of their humanitarian work, e.g., alleviating poverty, supporting refugees, etc.]. Through their initiatives, they have [list a few key achievements or projects that exemplify their impact, e.g., provided food, education, medical services, etc.].

Their work has positively affected countless lives, including [provide a brief anecdote or statistic that highlights their impact]. [Nominee's Name]'s commitment to [mention specific values or causes] is a testament to their character and dedication.

We believe that recognizing [Nominee's Name] with the [Name of the Award] will not only honor their hard work but also inspire others to engage in similar humanitarian efforts.

Thank you for considering this nomination. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Organization Name]
[Organization Website, if applicable]