

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Award Committee/Office Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally nominate [Nominee's Name], [Nominee's Title/Position] at [Nominee's Institution/Organization], for the [Name of the Award] in recognition of their outstanding contributions to [specific field or area of study].

[Paragraph detailing the nominee's achievements, qualifications, and the impact they have made in their field. Include specific examples, projects, or roles that showcase their excellence.]

[Paragraph discussing the nominee's character, dedication, and any pertinent qualities that make them deserving of this award.]

In conclusion, I wholeheartedly recommend [Nominee's Name] for the [Name of the Award]. Their exceptional work and commitment to [specific area or field] not only exemplify the values of this award but also inspire others in the academic community.

Thank you for considering this nomination. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]