

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to nominate [Nominee's Name] for the [Specific Award Name] Community Service Award. [Nominee's Name] has exemplified outstanding commitment to community service through [his/her/their] work with [specific organization or project].

Over the past [duration], [Nominee's Name] has been involved in [description of community service activities], positively impacting the lives of [mention the affected community or individuals]. [He/She/They] has dedicated countless hours to [specific tasks or initiatives], demonstrating leadership and compassion.

One of the most notable achievements of [Nominee's Name] is [describe a specific project or initiative]. This project [briefly explain its significance and results].

In addition to [his/her/their] hands-on involvement, [Nominee's Name] has inspired others to engage in community service through [describe any relevant programs, mentorship, or advocacy efforts].

For these reasons and more, I wholeheartedly recommend [Nominee's Name] for the [Specific Award Name] Community Service Award. [His/Her/Their] dedication and hard work have made a tangible difference in our community, and [he/she/they] truly deserves this recognition.

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

Sincerely,

[Your Name]  
[Your Title/Organization, if relevant]