

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

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

Dear [Recipient Name],

I am writing to nominate [Nominee's Name] for the [Award Name] for their outstanding contributions in [specific field or area].

[Paragraph 1: Briefly introduce the nominee and their relevance to the award.]

[Paragraph 2: Describe specific achievements, contributions, or qualities that make the nominee stand out.]

[Paragraph 3: Provide examples of how the nominee has positively impacted others or the community.]

In conclusion, I believe that [Nominee's Name] embodies the values and spirit of the [Award Name] and is truly deserving of this recognition.

Thank you for considering this nomination.

Sincerely,

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