

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Krishna Award Nomination Instructions

We are pleased to announce the nomination process for the prestigious Krishna Award. This award recognizes individuals who have made significant contributions in [specific field/area]. Please follow the instructions below to ensure a successful nomination.

1. ****Eligibility Criteria****

- [List eligibility criteria]

2. ****Nomination Submission Process****

- Complete the nomination form, which can be found at [website link].
- Prepare a nomination letter detailing the contributions of the nominee.

- Include at least two letters of endorsement from peers or professionals in the relevant field.

- Submit all documents via email to [email address] or via postal mail to [postal address] by [deadline date].

3. ****Selection Process****

- A panel of judges will review all submissions and select finalists based on [mention selection criteria].

- Final decisions will be made by [decision date].

4. ****Award Ceremony****

- The award ceremony will take place on [date of ceremony] at [venue/location]. Further details will be provided to the finalists.

Please feel free to reach out if you have any questions. We look forward to receiving your nominations and celebrating the achievements of outstanding individuals in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]