

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Committee Name]
[Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally nominate [Nominee's Name] for the [Specific Committee Name] of the UHS. I believe that [he/she/they] would be an excellent addition to the committee due to [briefly state the reasons for the nomination, such as relevant experience, skills, and contributions]. [Nominee's Name] possesses [specific qualities or experiences that align with the committee's goals], and I am confident that [he/she/they] will bring valuable insights and perspectives to our discussions.

Thank you for considering this nomination. I am happy to provide any further information you may need regarding [Nominee's Name].

Sincerely,

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