### **Award Request for Proposal Letter**

**[Your Organization’s Name]**[Your Address]  
[City, State, ZIP Code]  
[Date]

**[Recipient’s Name]**[Address]  
[City, State, ZIP Code]

**Subject:** Request for Proposals – [Award Name]

Dear [Recipient’s Name],

We are excited to announce the launch of the [Award Name], an initiative recognizing exceptional contributions in [specific field]. We invite qualified individuals and organizations to submit proposals for consideration.

Eligibility criteria include [list specific criteria]. Proposals should provide:

* A completed application form.
* Supporting documents such as a portfolio or references.
* A summary of accomplishments relevant to this award.

All submissions must be sent by [submission deadline] to [contact details]. For more information, please visit our website or contact us directly.

We look forward to your participation in this prestigious recognition.

Sincerely,  
[Your Name]  
[Your Job Title]