

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]