

Award Recommendation Report

[Title of the Report]

[Your Name / Your Company Name]

[Date]

1. Executive Summary

Provide a concise summary of the nominee's achievements, the purpose of the award, and the recommendation.

2. Introduction

- **Purpose:** Explain the reason for the nomination.
- **Background:** Provide context about the award and the nominee.

3. Criteria for the Award

List the eligibility requirements and evaluation criteria for the award.

4. Analysis and Evaluation

Detail how the nominee meets or exceeds each criterion. Use supporting evidence like achievements, testimonials, or metrics.

5. Recommendation

Clearly state why the nominee is the best choice for the award.

6. Supporting Evidence *(if applicable)*

Include letters of support, statistics, or accolades that strengthen your case.

7. Conclusion

Reiterate your recommendation and the nominee's alignment with the award's purpose.