### **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.