

# 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.