
Nomination Letter Template

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Nomination for [Award/Position]

Dear [Recipient's Name],

I am writing to nominate [Nominee's Name] for [Award/Position]. [Nominee's Name] has consistently demonstrated outstanding [qualities/achievements], making them an excellent candidate for this recognition.

Reasons for Nomination:

- **Leadership:** [Details on leadership skills]

- Innovation: [Examples of innovative work]
- Teamwork: [Instances of effective collaboration]

Supporting Evidence:

Criteria	Example
Leadership	Led a team project that increased sales by 20%
Innovation	Developed a new system to streamline processes
Teamwork	Collaborated on cross-functional initiatives

Conclusion

Given these qualifications, I strongly believe that [Nominee's Name] deserves this honor. Thank you for considering this nomination.

Sincerely,

[Your Signature]

[Your Name]