Nomination Letter for Award

**[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]**

**[Date]**

**[Award Committee Chair]  
[Award Committee Name]  
[Organization’s Name]  
[Address]  
[City, State, ZIP Code]**

### Subject: Nomination of [Nominee’s Name] for [Award Name]

**Dear [Award Committee Chair],**

**I am honored to nominate [Nominee’s Name] for the [Award Name]. [Nominee’s Name] exemplifies the highest standards of [field/discipline], making significant contributions that deserve recognition.**

### Achievements:

* **Innovation in [Field]: Pioneered new techniques that have been widely adopted.**
* **Leadership: Mentored several junior colleagues, fostering a culture of excellence.**
* **Community Impact: Volunteered extensively, improving community relations.**

### Examples of Excellence:

| **Achievement** | **Impact** |
| --- | --- |
| **Innovation** | **Developed a patented process improving efficiency** |
| **Leadership** | **Led a team that achieved record-breaking results** |
| **Community Impact** | **Organized charity events raising over $50,000** |

**I believe [Nominee’s Name] embodies the spirit of the [Award Name] and is a deserving recipient.**

**Thank you for considering this nomination.**

**Sincerely,  
[Your Signature]  
[Your Name]**