**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]**