

Sample Letter Nominating Someone for an Award

[Your Name]
[Your Position]
[Your Organization]
[Date]

[Recipient's Name]
[Recipient's Position]
[Award Committee/Organization]

Dear [Recipient's Name],

I am [Your Name], a [Your Position] at [Your Organization], and I am writing to nominate [Nominee's Name] for [Award Name]. [Briefly explain your relationship with the nominee and your reason for nominating them.]

[In the body, elaborate on the nominee's qualifications, achievements, and the impact of their work, providing specific examples.]

In conclusion, [Nominee's Name] exemplifies the qualities and achievements deserving of [Award Name]. Their contributions to [specific field or area] have been invaluable, and I believe they stand out as a prime candidate for this recognition.

Thank you for considering my nomination.

Sincerely,
[Your Name]