

Dear *[Name of teacher/counselor/mentor]*,

I hope you are well! I am writing to ask if you would consider nominating me for an award.

I attended Equitas Academy for middle school, and every year the Equitas Academy Alumni Program recognizes alumni for their leadership and dedication to their school community and neighborhood with the [Commitment to Community award](#).

As an alum of Equitas Academy I am eligible for this award, but in order to be considered I must be nominated by someone at my high school. As my *[teacher/counselor/mentor]*, I believe you could honestly and effectively vouch for my impact on our school community. I feel my contributions of *[insert involvement in activities volunteer/leadership/community service/role model etc.]* make me a strong candidate for the award.

If you think that I would be a good candidate, the award nomination form can be found [here](#). The brief nomination form should take about 10 minutes to complete. One winner from my grade will be selected in December, and more information about the award selection criteria and process is available on the [Commitment to Community award website](#).

I appreciate your consideration! Please let me know if you have any questions.

Sincerely,

*[Your Name]*

*[Your phone number]*

*[Your email address]*