

[Mention the name of the sender]

[Mention the address]

[Mention the contact details]

[Mention the date]

To

The

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact details of the recipient]

Subject- Outstanding leadership award nomination letter

Dear [Mention the name]

I'm writing to you today to nominate [Mention the nominee's name] for the [Mention the award] or [Mention the recognition]. It gives me great pleasure to do so. I think [nominee's name] is the ideal candidate for [Mention the name of the award] due to [Mention the motivation for nomination]. I have a strong conviction that [nominee's name] is a good contender for [award] since [reason for nomination] and we work together in the [department or organization].

Describe the nominee's specific contributions in the first body paragraph and explain why you believe they are the most deserving of the honor or commendation. Give concrete examples in the second body paragraph to demonstrate the candidate's abilities and accomplishments.[In the third body paragraph, list the nominee's qualifications in a readable bulleted list][Recap the qualifications of the nominee and your letter.]

I wanted to write to you to express my gratitude for the extra work you put into the [project/event]. [Explain in detail the employee's contribution and convey your gratitude for their efforts.] Again, I want to thank you for all your work. I'm eager to see what you manage to do next.

best wishes.

From

[Mention the name of the sender]

[Mention the address]

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be give]