Date

To Awards Review Committee,

* Begin with an introduction that identifies the nominee, the award being applied for and a short summary of the nominee's role(s) and accomplishments.
* In the body of the letter, explain why the individual is deserving of the award. Use specific examples within the letter. You can break the examples down into paragraphs and refer to their accomplishments in the areas of:
* Be sure to include only the most relevant details and clearly tie them to the award criteria. Why should this person receive this particular award?