

Formal Award Recommendation Letter

Subject: Recommendation for [Award Name]

Dear [Recipient Name],

I am writing to formally recommend [Candidate Name] for the [Award Name]. Throughout [his/her/their] tenure at [Organization Name], [Candidate Name] has consistently demonstrated excellence in [specific achievements or contributions], making [him/her/them] a deserving candidate for this recognition.

[Provide examples of accomplishments, leadership, and impact.]

I fully endorse [Candidate Name] for this award and am confident that [he/she/they] exemplifies the qualities the [Award Name] seeks to honor.

Sincerely,

[Your Name]

[Position]

[Organization Name]

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