

Industry Award Finalist Announcement Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am pleased to inform you that [Your Company/Organization Name] has been selected as a finalist for the [Award Name]. This recognition reflects our commitment to excellence and innovation in our industry.

As part of the announcement process, we kindly request your assistance in sharing this exciting news with your audience. We believe that highlighting our achievement will not only celebrate our team's hard work but also inspire others in the industry.

Please let us know if you require any specific information or materials to facilitate this announcement. We look forward to your support in promoting this milestone.

Thank you for considering our request. We appreciate your partnership and look forward to celebrating this achievement together.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]