

# Submission Inquiry for the [Award Name]

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Award Committee's Name]  
[Organization Name]  
[Address Line 1]  
[City, State, Zip Code]

Dear [Award Committee's Name],

I hope this message finds you well. I am writing to inquire about the submission process for the [Award Name] in the [specific category] for the upcoming year. I would like to ensure that I have all the necessary information and guidelines to prepare a compelling nomination.

Additionally, I would appreciate any insights you could provide regarding the evaluation criteria and any key deadlines that I should be aware of.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company]