

Request for Innovation in Manufacturing Award

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

[Recipient Name]
[Recipient Title]
[Award Committee/Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request consideration for the Innovation in Manufacturing Award for our recent project, [Project Name]. This initiative, which took place from [Start Date] to [End Date], has demonstrated significant advancements in [briefly describe the key innovation aspects].

Our team at [Your Company Name] has developed [brief description of the innovation], which has resulted in [mention key outcomes and impacts]. We believe this innovation aligns perfectly with the criteria of the Innovation in Manufacturing Award and showcases our commitment to excellence in our industry.

Attached to this letter, you will find the necessary documentation and details that outline our project's goals, processes, and results. We hope the selection committee will recognize the impact of our work and the potential benefits it can bring to the manufacturing sector.

Thank you for considering our request. We look forward to the opportunity to demonstrate how our innovation not only meets the award criteria but also sets new standards in the field.

Sincerely,

[Your Name]
[Your Position]
[Your Company]