

Stakeholder Award Nomination Request

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Recipient's Institution]
[Insert Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are pleased to announce that we are currently accepting nominations for the annual Stakeholder Award, which recognizes outstanding contributions to the educational sector.

We believe that your dedication and commitment to [specific achievement or contribution] make you an exemplary candidate for this award. Your efforts have significantly impacted [describe impact], and we would like to formally nominate you for consideration.

To complete the nomination process, we kindly ask you to provide the following information:

- A brief statement outlining your contributions.
- Any supporting documents or evidence of impact.
- Your up-to-date CV.

Please submit your nomination materials by [insert deadline]. If you have any questions or need further information, feel free to reach out to us at [insert contact information].

Thank you for your valuable contributions to our community.

Sincerely,

[Your Name]
[Your Title]
[Your Institution]
[Your Contact Information]