

# Letter of Submission

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Recipient Name

Recipient Title

Award Committee

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit the nomination of [Nominee's Name] for the Distinguished Board Director Award. As [Nominee's Title] at [Nominee's Organization], [he/she/they] has demonstrated exceptional leadership and commitment to advancing the mission of our organization.

[Insert paragraph detailing the nominee's achievements, contributions, and impact on the organization and community.]

[Nominee's Name]'s dedication and vision have not only influenced the direction of our board but have also inspired others to excel in their roles. [He/She/They] exemplifies the qualities of a distinguished board director and is truly deserving of this recognition.

Thank you for considering this nomination. I am happy to provide any further information regarding [Nominee's Name]'s qualifications or contributions. I look forward to the opportunity to celebrate [his/her/their] achievements.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Organization]