

Letter of Suggestion for Professional Excellence Award

Date: [Insert Date]

To the Awards Committee,

I am writing to formally suggest [Nominee's Name] for the Professional Excellence Award. As a [Nominee's Position] at [Company/Organization Name], [he/she/they] has consistently demonstrated exceptional performance and commitment to excellence throughout [his/her/their] tenure.

[Nominee's Name] has made significant contributions in [describe specific projects, initiatives, or achievements], showcasing [his/her/their] dedication to [specific qualities or values related to excellence]. [He/She/They] has also been a mentor to colleagues, fostering a collaborative and innovative work environment.

I believe that [Nominee's Name] embodies the spirit of this award and is truly deserving of this recognition for [his/her/their] outstanding work and contributions. Thank you for considering this nomination.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]