

Alumni Awards Nominations

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to announce the opening of nominations for our annual Alumni Awards, recognizing the outstanding achievements and contributions of our alumni community.

If you would like to nominate an exceptional alumnus/alumna for their accomplishments in [Specify Categories e.g., Leadership, Community Service, Professional Excellence], please complete the nomination form attached to this letter. Be sure to include as much detail as possible about your nominee's achievements and contributions.

Nominations will be accepted until [Insert Deadline]. The awards will be presented during our annual alumni reunion on [Insert Event Date].

Thank you for taking the time to honor our amazing alumni. We look forward to your nominations!

Best regards,

[Your Name]

[Your Title]

[Your Institution]

[Contact Information]