Request for Award Evaluation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an evaluation of the [Insert Sports Team Name] for the upcoming [Insert Award Name] award.

Our team has demonstrated exceptional performance and sportsmanship throughout the season, and we believe they are highly deserving of this recognition. We would greatly appreciate your consideration in evaluating their achievements and contributions.

Please let us know if you require any additional information, statistics, or testimonials to assist in this evaluation process.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]