

# Submission Letter for Outstanding Achievement Award

Date: [Insert Date]

To: [Award Committee Name]

[Organization Name]

[Organization Address]

Dear [Committee Members/Specific Name],

I am writing to formally submit my nomination for the Outstanding Achievement Award. I believe my contributions to [specific project, initiative, or area of expertise] have positively impacted [describe the impact].

During the past [duration], I have [briefly describe key achievements, skills, or experiences that make you a strong candidate for the award]. This work has resulted in [list any measurable outcomes or recognition received].

Enclosed with this letter are supporting documents, including [list the documents such as a resume, project summaries, letters of recommendation, etc.]. I am confident that these materials will illustrate my commitment and accomplishments.

Thank you for considering my submission. I look forward to the opportunity to discuss my contributions further.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Address]