Nomination Request for Conference Award

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

Dear [Nomination Committee/Specific Name],

I am writing to formally nominate [Nominee's Name] for the [Specific Award Name] at the upcoming [Conference Name] scheduled on [Conference Dates]. As a [Your Relationship to Nominee - e.g., colleague, mentor], I have witnessed [Nominee's Name]'s outstanding contributions to [Field/Area of Expertise] and believe they are a deserving candidate for this recognition.

[Briefly describe the nominee's achievements, qualifications, and reasons for nomination. Include any relevant projects, publications, or contributions to the field.]

I strongly believe that [Nominee's Name]'s exceptional work and dedication make them an ideal candidate for this award. Their commitment not only to their own success but to the advancement of our field is truly commendable.

Thank you for considering this nomination. Should you require any further information or supporting materials, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]