

Conference Award Suggestion Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in suggesting candidates for the [Name of Conference] awards, which will be presented during the upcoming conference scheduled for [date].

The awards aim to recognize outstanding contributions in the field of [field/industry]. If you could provide names of individuals or teams who have made significant impacts or innovations, it would be greatly appreciated.

Kindly send your suggestions by [deadline] to ensure their consideration. Thank you for your time and support in making this event a success.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]