

Guidelines for Award Nominations

Dear [Recipient's Name],

We are pleased to announce that nominations for the [Award Name] are now open. To ensure a smooth nomination process, please adhere to the following guidelines:

Nomination Criteria

- All nominees must have made significant contributions in the field of [relevant field].
- Nominees should demonstrate excellence in [specific qualities or achievements].
- Self-nominations are acceptable, but we encourage third-party nominations.

Submission Process

1. Complete the nomination form available at [link].
2. Attach a detailed resume or curriculum vitae of the nominee.
3. Include at least two letters of recommendation.
4. Submit all materials by [submission deadline].

Evaluation Criteria

Nominations will be assessed based on the following:

- Impact of the nominee's contributions.
- Demonstrated leadership abilities.
- Innovation and creativity within the field.

For any questions regarding the nomination process, please contact us at [contact information].

Thank you for your commitment to recognizing excellence in our community.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]