

Nomination for Academic Achievement Award

Date: [Insert Date]

[Your Name]
[Your Position/Title]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To the Award Committee,

I am writing to formally nominate [Nominee's Name], a [grade/year] student at [Nominee's Institution], for the Academic Achievement Award. [He/She/They] has consistently demonstrated exceptional academic performance, dedication to learning, and a profound commitment to excellence.

[Nominee's Name] has achieved [list specific accomplishments, GPA, honors, or projects], which clearly exemplify [his/her/their] commitment to academic excellence. Furthermore, [he/she/they] has also [mention any extracurricular activities, leadership roles, or volunteer work].

It is without reservation that I recommend [Nominee's Name] for this prestigious award. [His/Her/Their] achievements and contributions to the academic community set a remarkable example for peers and inspire a commitment to scholarship within our institution.

Thank you for considering this nomination. Please do not hesitate to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,
[Your Name]
[Your Position/Title]