

Nomination for Departmental Award

Date: [Insert Date]

To the Awards Committee,

I am writing to nominate [Nominee's Name], [Nominee's Position] in the [Department Name], for the [Award Name] in recognition of their outstanding community service involvement.

[Nominee's Name] has been instrumental in [describe specific involvement in community service, e.g., organizing events, volunteering, leading initiatives, etc.]. Their dedication to [specific cause or community] has not only made a significant impact but has also inspired others within our department and the wider community.

Some of their notable contributions include:

- [Contribution 1: Description]
- [Contribution 2: Description]
- [Contribution 3: Description]

In summary, I strongly believe that [Nominee's Name] embodies the values of our department and deserves this recognition for their tireless efforts toward community service. Thank you for considering this nomination.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Your Contact Information]