

Departmental Award Nomination for Project Success

Date: [Insert Date]

To: [Insert Award Committee/Recipient Name]

From: [Your Name]

Subject: Nomination for [Project Name] - Departmental Award

Dear [Award Committee/Recipient Name],

I am writing to formally nominate the team behind the [Project Name] for the Departmental Award for Project Success.

This project, initiated on [Project Start Date], aimed to [briefly describe the project objective]. Through exceptional teamwork and innovative solutions, the project was completed on [Project End Date] ahead of schedule and under budget.

The key achievements of the project include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Moreover, this project has had a significant impact on [describe the impact on the department, organization, or community].

I believe the outstanding efforts and results produced by the team exemplify the spirit of excellence that this award seeks to recognize.

Thank you for considering this nomination. I am confident that the [Project Name] team deserves this recognition for their hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]