

# Departmental Award Nomination

Date: [Insert Date]

To: [Insert Award Committee Name]

From: [Your Name]

Subject: Nomination for Departmental Award for Research Achievements

Dear [Committee Members/Specific Names],

I am writing to formally nominate [Nominee's Name] for the Departmental Award for Research Achievements. [He/She/They] has made significant contributions in the field of [specific field or discipline], demonstrating exceptional dedication and innovation in [describe specific research area or project].

Throughout [his/her/their] career, [Nominee's Name] has published [number] peer-reviewed papers, secured [number] research grants, and contributed to various collaborative projects that have advanced our understanding of [relevant topic]. Notably, [highlight a specific research accomplishment or impact].

[Nominee's Name] exemplifies the values of our department through [his/her/their] commitment to mentorship, collaboration, and fostering a positive research environment. [He/She/They] has [mention any outreach activities, teaching roles, or leadership positions].

I believe that [Nominee's Name]'s achievements and dedication truly merit this recognition. Thank you for considering this nomination.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]