

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Nomination for Award of Community Service

Dear :

I am submitting the name of Insert Candidate as a possible recipient of the award for community service. Throughout the year, Insert Candidate has been involved in numerous community activities and events. He/she helped to sponsor a recycling drive, a neighborhood clean-up day, and a safe kids program. Insert Candidate has also spearheaded the drive to revitalize several subdivisions within the local geographical area. This drive has resulted in better housing, safer communities, and more businesses moving into the area.

Therefore, I am of the firm belief that Insert Candidate deserves serious consideration as the recipient of this prestigious award.

Sincerely,

N A M E