

Company letterhead

Date

Brian Butterworth
Chairman, Awards Committee
Association for Mineral Exploration BC
800-889 West Pender Street
Vancouver, BC V6C 3B2

Re: Nomination of (nominee's name) for (award name)

Dear Brian:

Opening paragraph example

- I am writing in support of (nominator's name) nomination of (nominee's name) for the (award name).

Potential items to include in the body of the letter:

- How the supporter knows the nominee
- How long the supporter has known the nominee
- Comments on the nominees' work history as it pertains to the award (could include one specific example and/or could include examples of shared work experience)
- Comments on the nominees' character
- Comments on the nominees' professional achievements as they pertain to the award
- Comments on the nominees' skills / abilities as they pertain to the award
- Comments on the nominees' education as it pertains to the award
- Comments on the nominees' professional affiliations as they pertain to the award

Closing paragraph example

- Based on (reasons why the supporter feels the nominee should receive the award), I support (nominator's name) nomination of (nominee's name) for the (award name).

Sincerely,

Name
Title
Organization