

Paragraph 1: Communicates purpose of letter (request for nomination) and lists event, award, and award criteria. Briefly state the award criteria.

November 8, 2017

Dear Ms. Mendonca,

Paragraph 2: Communicates how the letter writer meets the criteria to support the request for nomination.

I am writing to ask for your support in my nomination for the Rising Star Award at this year's Celebration of Learning. The Rising Star Award is given annually to a student who has demonstrated academic growth and a commitment to community service.

I believe I am a strong candidate for this award. I have raised my GPA from a 72% to an 87% over the past two semesters by improving my time management and note-taking skills. I also volunteer regularly with the Mohawk Experience office, as well as International and WalkSmart – I have accumulated over 30 hours of volunteer work over the past two semesters.

I am looking for support in my candidacy for this award from those with whom I have worked. Based on the criteria above and your experience working with me in the WalkSmart program, I am asking you to consider nominating me for the Rising Star Award this year.

Attached with this letter I will include more information on the Celebration of Learning, the award, and how to nominate a student as well as my CCR transcript for your review. Thank you in advance for considering my nomination, and for the valuable skills and opportunities offered through the WalkSmart program.

With gratitude,

Donna Moreau
Global Business Management student
000325982

Paragraph 3: Restates the request for nomination and reminds the recipient of their relationship to the letter writer.

Paragraph 4: Offers resources to support the recipient in making the decision to nominate. Thanks the recipient for their consideration.