

LETTER OF RECOMMENDATION FOR AWARD

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Introduction

When one sends letters of recommendations, one letter per person per award should be written. He can include multiple letters in an envelope, but each person and the award which he would be getting should be in a separate letter so that it is filed appropriately. Mentioning multiple people or awards in one letter has the tendency to become misfiled and not acted upon. The letter should be neatly typed or printed in a font that is easy to read.

The letter can be handwritten also. Using calligraphy or printing with calligraphy-style fonts should be avoided as people may find difficulty in reading them. The letter should be written in standard modern English.

Letter of recommendation for award Tips

Some tips to write the letter.

- First of all it is necessary to include the details about the person the sender is recommending. It must include their name. The kind of award the sender is recommending them for and why they deserve it. It is recommended to include as many details the sender knows of a particular person so that it is specific.
- Their gender should be mentioned.
- The person's address, phone number, and e-mail address should also be mentioned in the letter

Sample Letter of recommendation for award

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Recommendation letter for award

Dear Sir,

I feel honored to write this letter of recommendation in support of ABC's nomination for the PQR award.

I had the privilege of being ABC's supervisor for the past three years. Over these years ABC presented a great commitment to meet the goals of the company. She is the kind of employee who is desired by all companies. Not only is she able to get adjusted quickly with her co-workers, she is capable of working under extreme circumstances attaining excellent results.

I eagerly recommend that ABC should be selected as the recipient of this year's PQR award.

Thanking You

Yours truly,

Name and Signature

Letter of recommendation for award Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Recommendation letter for award

Dear _____ (Sir or Madam),

I am familiar that the local council gives a _____ (name of the award) award annually to its residents who perform outstandingly well in that particular year.

This year I would like to recommend the name of Mr. _____ (name of the person) for this year's award in recognition to his determined efforts in assisting the community members for the last few months.

Although he is very old, he assisted the homeless and the displaced flood victims. His caring attitude deserves to be applauded.

Hence, I would recommend him for the _____ (name of the award) award for this year.

Thanking You

Yours truly,

Name and Signature

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