October 31, 2023

Dear Board of Regents,

**Paragraph 1/Stand Alone Sentence**: “It is my pleasure to nominate Nominee’s Name for the Award Category Name award.”

**Paragraph 2**: Write a thesis statement type of paragraph on why you are nominating this person for the above award.

**Middle Paragraphs**: Write supporting paragraphs for paragraph 2/ ‘the thesis statement’ with specific examples of what qualifies the person you are nominating for this award. Avoid superlatives. Avoid statements of feelings without supporting evidence.

**Conclusion Paragraph**: This paragraph is the lasting impression. Summarize why you are nominating this person. Superlatives and accolades can be used sparingly.

**Note: This Nomination Letter can only be two (2) pages maximum using the required font (Arial or Times New Roman, 12 pt) and margin sizes provided here (1 inch all around). The Board of Regents will disqualify any Nomination Letters over two pages or do not follow formatting requirements.**

Respectfully,

Your Name

Your Title, if applicable

Your contact information (email, phone)