

Example of a reference Letter/Endorsement letter

[Your Name]

[Your Title or Position]

[Your Organization]

[Your Contact Information]

[Date]

[Name of Awards Committee]

[Name of Award]

Dear Members of the Awards Committee,

I am writing to provide a reference for the Nominee in support of their application for the [Name of Award]. I am pleased to offer my insights into the exceptional qualities and contributions of the nominee.

I have had the privilege of interacting with [Nominee] professionally for [duration of your interaction], and I have been consistently impressed by their dedication, expertise, and impact in the field of [relevant field or context]. The work that [Nominee] has undertaken demonstrates a deep commitment to [mention specific aspects of their work, such as innovation, research, creativity, etc.].

Furthermore, [he/she/they] possess an exemplary combination of [mention specific skills, qualities, or attributes that stand out, such as leadership, collaboration, problem-solving, etc.]. [His/Her/Their] ability to [mention a specific achievement or project] showcases [his/her/their] capacity to make a meaningful and lasting contribution.

I believe that [Nominee] embodies the values and criteria of the [Name of Award], and [he/she/they] would be a worthy recipient of this recognition.

Please feel free to contact me if you require any further information or elaboration on [Nominee's Identifier]'s qualifications and achievements. I appreciate the opportunity to contribute to this nomination process.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title or Position]

[Your Contact Information]

*Remember to adapt this letter to your specific context and the award you're writing for. It's important to focus on the nominee's qualities, achievements, and how they align with the award's criteria without revealing their identity.*