

Dear <letter of support writer>,

I am contacting you to assist me in my effort to nominate <nominee> for a University of Saskatchewan Alumni Achievement <category> Award. I know <nominee> from <relationship to nominee>. I believe that <nominee> should be recognized for their outstanding accomplishments and contributions to society. As part of the nomination process, letters of support are required.

As <someone/a fellow alumna/ a fellow alumnus> familiar with <nominee>'s work, I am hoping you would consider writing a letter of support, commenting on their accomplishments and contributions.

More information about the Alumni Achievements Awards can be found [here](#).

If you are interested in writing a letter of support for <nominee>'s nomination, please let me know as soon as possible. To provide enough time to put the nomination package together, I would need to receive the letter of support by <DATES***> to have the nomination submitted by <DATE>.

The nomination process is kept confidential to avoid disappointment and to respect the privacy of all parties. As such, please do not contact <nominee> about this award and keep this nature of this letter confidential.

If you have any questions about this process or the Alumni Achievement Awards please reach out to me, or you can contact the USask Alumni Awards Office at alumni.awards@usask.ca.

Thank you for your consideration.

Sincerely,

<insert name, title, organization>