[Nominee Name]  
[Street Address]  
[City, Postal Code]  
[Optional – Email Address]

[Date]

To Whom It May Concern

[Provide details about your relationship with the person being recommended.]

[Provide detailed information about the individual including work, roles, achievements and responsibilities that speak to the category she/he is being nominated for.]

[Provide details about why the individual is qualified or recommended by you, along with any examples that support your recommendation and conclude with any additional information if needed.]

Sincerely [sign off here],

(Signature/Electronic Signature here)

[Typed Name]   
[Title/Designation – if applicable]  
[Program and Batch if LUMS alum]