



## Alumni Awards: Sample Request for Letter of Support

Dear <<name of potential writer of letter of support>>

My name is <<name, position, organization, relationship to nominee>>. I am working on a nomination for <<nominee name>> for a University of Alberta Alumni Award, the <<award name>>. I would like to see <<nominee>> recognized for <<his/her/their>> outstanding achievements and contributions with a U of A Alumni Award, and letters of support are required.

Would you be willing to write a letter of support for <<nominee>> commenting on their accomplishments and contributions? For your reference, I have attached a FOIP agreement that I will need you to sign. This document also includes instructions on what to include in your letter.

You can find more information about the Alumni Awards here: [uab.ca/alumniawards](http://uab.ca/alumniawards).

Please let me know if you are able to write the letter of support for <<nominee>>'s nomination as soon as possible.

Please do not contact <<nominee>> about this award. To avoid disappointment and to respect the privacy of all parties, nominations are kept confidential and it is recommended that <<nominee>> not be advised of this nomination.

Thank you and please let me know if you have any questions about this nomination or the Alumni Awards program.

<<Your name and complete contact information>>