

February 27, 2019

West High Alumni Association
Rm. 215
241 N. 300 West
Salt Lake City, UT 84103

Dear Alumni Association Awards Committee,

It is with great pleasure that I nominate Ms. Jane Doe for consideration for the 2019 West High Alumni Awards in the Panther in the Community Category. In addition to her exemplary service in the community, Jane demonstrates an extraordinary commitment to the West High community.

Jane has become a champion in our community, serving as the executive director of A Local Nonprofit, where her leadership has allowed the organization to expand and flourish. She goes above and beyond for her clients, and during times of need, she has kept pets, found babysitters, health care providers, schools, and she is known for delivering meal after meal to sick individuals.

Although Jane's work takes up most of her schedule, she also finds time to mentor others. Jane has taken it upon herself to mentor former West High Student, a student at A University who has overcome considerable adversity. Jane began mentoring West High Student when they were a junior at West High School, giving them input on college applications and assisting them in writing scholarship applications. Through Jane's help, West High Student receive three scholarships, in addition to landing an impressive internship with Local Company Name.

"Jane is the kind of person who gives to give...she took time out of her busy schedule to meet with me and discuss my goals. As I grew, she showed me how to juggle ups and downs and inspired me to never stop giving. Jane epitomizes servant leadership and inspires others to give back and pay it forward," said the student.

Outside running a nonprofit and mentoring West High Students, Mary's community service efforts are unique and far-reaching. Currently, Jane serves as a volunteer coordinator for A Local Hospital. In this role, she has facilitated the development of programming and events to help enrich the quality of life for long-term patients. She also serves on the Board of Directors for A Local Performing Arts Organization.

Jane Mary has made a difference in the local community, positively represented West High, and has positively made a difference in the lives of other West High alumni. Her skills, knowledge, willingness to help others, and dedication to our university and the community make her an excellent choice to be named this year's Panther in the Community recipient.

Sincerely,
Nelson B. Recommender

This is a sample of a letter of nomination. It is fictional, but demonstrates how to highlight a nominee for a West High Alumni Award.