

Nomination Letter Organizer

Your school's address
Today's Date

← **HEADING**

Imported photo of
scientist

Name of person to whom you are writing, title of person
Name of business or organization
Address

← **INSIDE
ADDRESS**

Dear _____: (insert name of person) ← **SALUTATION**

Introductory Paragraph (use complete sentences)

- state reason for letter
- must be at least 3 sentences in length

Body Paragraph(s)

- include all reasons with supporting evidence
for your nomination
- must be at least 6 sentences in length

← **BODY**

Concluding Paragraph

- sum up the information in the letter
- must be at least 2 sentences in length

Sincerely, ← **CLOSING**

First and Last Name (Signed)

First and Last Name (Typed)

← **SIGNATURE**