**Nurse Excellence Award Nomination Letter Template**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

To: PNASD Nurse Excellence Award Committee

From: (Name of Nominator)

Subject: NOMINATION OF (Name of the Nominee) FOR THE (Category) EXCELLENCE AWARD

1. How long has this person been a member of PNASD, and what length of years in this clinical area or position? How do you know this member, and what is your relationship with him/her?
2. Describe the nominees’ professional role, positive impact or contribution to nursing practice in that particular category, the reason why she/he should be nominated and why this person should be chosen for the nurse excellence award.
3. Provide any award, accomplishment or recognition, evidence of participation to any committee, projects, or publications.
4. Volunteer services, number of hours if available, impact on the organization, institution, and community. How engaged is this member to PNASD and all its activities?
5. Any additional information to reflect the characteristics of an excellent nurse.

Respectfully,

Name and Signature of Nominator