

Soroptimist International
of Club Name
21 Ivy Lane
Anytown, Anystate 10444



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Sample Nomination Letter

May 15, 2005

Alice Smith, Executive Director
Women's Health Clinic
321 South Street
Anytown, PA 10000

Dear Ms. Smith,

Soroptimist International of Anytown is currently seeking nominations for the Soroptimist Making a Difference for Women Award. This program honors women who use their personal or professional influence to improve the lives of other women. The Women's Health Clinic was identified as a potential source for nominations because of the nature of its work and its high profile in the community.

This recognition program is international in scope. It begins at the Anytown Soroptimist club level, with a \$500 award to be donated to the charitable organization of the winner's choosing. Our Making a Difference for Women Award recipient then advances to other levels of the Soroptimist organization. One finalist is selected to receive the annual award, a \$5,000 donation to the charitable organization of her choice. The finalist also receives an invitation to accept her award at Soroptimist International of the Americas' annual meeting.

Founded in 1987, Soroptimist International of Anytown is part of Soroptimist International of the Americas. Anytown members join with almost 100,000 Soroptimists in about 120 countries and territories to contribute time and financial support to community-based projects benefiting women. The Anytown club helps women recovering from drug and alcohol abuse by providing services through the Soroptimist Recovery Home. In addition, the club participates in Soroptimist International of the Americas' major service project, the Women's Opportunity Awards program—cash grants for women seeking to improve their economic situation through additional training and/or education.

On March 8th, in celebration of International Women's Day, the Soroptimist International of Anytown's Soroptimist Making a Difference for Women Award winner will be recognized at a formal banquet to be held at the Downtown Hotel. Also present will be members of Soroptimist International of Anytown, sponsors and local dignitaries. Mayor Janet Brown will present the award, and we anticipate media coverage of this event.

Please consider the prestige and recognition this program affords your nominee and complete the enclosed form. Feel free to nominate yourself, someone within your agency, or someone else you feel deserves the recognition. For your information, I have included brochures on the Soroptimist International of Anytown and Soroptimist International of the Americas. We look forward to hearing from you and welcome any comments or questions you might have.

Sincerely,

Jane Jones
President

Enclosures