**Requesting Recommendation Letter: Sample Letter from Nominator**

Dear Colleague,

I am submitting a nomination for [NOMINEE NAME] to be considered for the National Medal of Technology and Innovation. This award is America’s top recognition for technological achievement and is awarded by the President of the United States.

I am submitting this nomination because I believe that [NOMINEE NAME]’s contribution to [TECHNOLOGY/FIELD] has made a lasting contribution to America’s well-being. I know you feel similarly, so I hope that you will write a letter of support for [NOMINEE NAME]’s nomination.

I have included a sample recommendation letter and an FAQ document. The U.S. Patent and Trademark Office administers the award, and their staff is responsive to questions. Please let me know if you have specific questions about [NOMINEE NAME]’s nomination and please email nmti@uspto.gov with broader questions about the award and process.

Please let me know if you are able to support [NOMINEE NAME]’s nomination. I will need your letter on institutional letterhead by [DATE]. I will collect all the letters and will be uploading them to the nomination website prior to the April 5 deadline.

Regards,