[Date]

DEAA Selection Committee

University of Colorado Boulder

College of Engineering & Applied Science

422 UCB

Boulder, CO 80309

Dear Selection Committee,

**Paragraph one:** state who you are nominating, how you know them, and your reasoning for the nomination

**Paragraph two:** describe the nominee’s professional achievements and notable accomplishments, patents, or past awards

**Paragraph three:** highlight the nominee’s community and professional service

**Paragraph four:** talk about the nominees continued involvement with CU and the ways they give back to the university either philanthropically or through volunteer work

**Paragraph five:** reiterate why you feel the nominee is deserving of a Distinguished Alumni Engineering Award or a Recent Alumni Award. Thank the committee for their consideration

Sincerely,

[Your Name]