[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. You can also discuss the nominee’s involvement with CU on a philanthropic or volunteer level, as well as the impact they have had on their local community

Paragraph three: 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]