

## **Requesting Letters of Support from family, friends and colleagues to submit a Nominee for the Distinguished Service Award**

A complete nomination packet for the Distinguished Service Award requires three letters of support to be submitted. One of the letters must be penned by the lead nominator. The other two letters can be written by other supporters/nominators. It is recommended by the selection committee that the lead nominator request letters from individuals who are familiar with the nominee's contributions and volunteerism related to the three award criteria:

1. The nominee's service to, and impact on Clemson
2. The nominee's service to their community
3. The nominee's impact on their profession

It is also recommended that the letters expand beyond the depth of the information provided in the nomination form. Rather than listing the accomplishments of a nominee, ask your writers to provide background details that focus on the impact of the nominee's service, donations or volunteerism.

A nominator may choose to ask letter writers to choose to focus on one of the criteria topics listed above. In the event this is the case, the selection committee has prepared three sample requests that the nominator can share with the additional letter writers explaining what information they are being asked to provide in their letters of support. You can find these letters below. Feel free to use them as you reach out to potential supporters for the nomination.

**If you have additional questions pertaining to preparing a successful nomination packet, [click here](#) review the list of Distinguished Service Award Nominations FAQs.**

## **Suggestion 1: Profession Focus**

### **Subject: Request for Letter of Support for Clemson Distinguished Service Award Nomination**

Dear [*Recipient's Name*],

I am thrilled to nominate [*Nominee's Name*] for the Clemson Alumni Association's highest honor, the Clemson Distinguished Service Award. As part of this confidential process, I am seeking your assistance.

To complete the nomination requirements, we need to include a letter of support that highlights the nominee's impact on their profession. Given your close working relationship with [*Nominee's Name*], I hope you can provide this crucial letter. The letter should address their value within the field, their significant contributions, and how they have been instrumental in advancing the profession. This can include their long-term careers, virtual or temporary work, homemaker, or professional volunteer roles.

Please ensure the letter is no longer than one page but conveys as much detail as possible about why [*Nominee's Name*] is considered a key figure in their career field. Kindly submit this letter to me at your earliest convenience. For any questions regarding the content, please refer to the webpage linked [[here](#)].

Thank you for your support in this important initiative.

Best regards,

[*Your Name*]

## **Suggestion 2: Community Focus**

### **Subject: Request for Letter of Support for Clemson Distinguished Service Award Nomination**

Dear [*Recipient's Name*],

I am thrilled to nominate [*Nominee's Name*] for the Clemson Alumni Association's highest honor, the Clemson Distinguished Service Award. As part of this confidential process, I am seeking your assistance.

To complete the nomination requirements, we need to include a letter of support that highlights the nominee's impact on the community. Given your close relationship with [*Nominee's Name*], I hope you can provide this crucial letter. The letter should address their contributions to the community, the positive changes they have initiated, and how they have been instrumental in fostering community development.

Please ensure the letter is no longer than one page but conveys as much detail as possible about why [*Nominee's Name*] is considered a key figure in the community. Kindly submit this letter to me at your earliest convenience. For any questions regarding the content, please refer to the webpage linked [[here](#)].

Thank you for your support in this important initiative.

Best regards,

[*Your Name*]

### **Suggestion 3: University Impact**

#### **Subject: Request for Letter of Support for Clemson Distinguished Service Award Nomination**

Dear [*Recipient's Name*],

I am thrilled to nominate [*Nominee's Name*] for the Clemson Alumni Association's highest honor, the Clemson Distinguished Service Award. As part of this confidential process, I am seeking your assistance.

To complete the nomination requirements, we need to include a letter of support that highlights the nominee's impact on Clemson University. Given your close relationship with [*Nominee's Name*], I hope you can provide this crucial letter. The letter should address their contributions to the university, including service, philanthropic and volunteer activities; the positive changes they have initiated; and how they have been instrumental in fostering the university's growth and development/mission.

Please ensure the letter is no longer than one page but conveys as much detail as possible about why [*Nominee's Name*] is considered a key contributor to Clemson. Kindly submit this letter to me at your earliest convenience. For any questions regarding the content, please refer to the webpage linked [[here](#)].

Thank you for your support in this important initiative.

Best regards,

[*Your Name*]