

Letterhead

Date

National Medal of Technology and Innovation
Nomination Evaluation Committee
c/o The United States Patent and Trademark Office
Attention: John Palafoutas, Program Manager

Re: Nomination of [*Individual, Team or Company*]

Dear NMTI Committee Members:

Tips for writing a recommendation letter to the NMTI Committee:

These letters are critical in the evaluation committee's deliberations, so the letters should clearly highlight the importance of the nominee's contribution. The letters are used by the committee to assess the nominee's contributions to the economic, environmental or social well-being of the United States.

- Letters should be written by individuals from varied organizations and backgrounds. The letters in the nomination package should reflect a knowledge and understanding of the nominee and his/her work.
- Give a brief introduction and describe your association with/to the nominee.
- Focus your letter on your own personal knowledge and understanding of how the nominee has demonstrated innovative leadership in technological achievement.
- Describe your familiarity with some or all of the work specifically chronicled on the nomination form and the benefit you have seen this work deliver to you, your colleagues, and to society as a whole. Specifically, the committee is looking for lasting contributions to America's competitiveness, standard of living, quality of life, or strengthening the nation's technological workforce.
- Mention specifically the time period for which you are most familiar with the nominee's cited work; be specific by use of an anecdote or through use of numbers.
- Mention other pertinent information about the nominee that may be helpful to the committee members in their evaluation.
- Each letter file name should lead with the last name of the nominee, underscore, first name, underscore, the word "rec" and the last name of the person writing the support letter (*Doe_Jane_recSmith*). The letters will be uploaded to the online nomination form and should be a Microsoft Word document or a PDF file.

Sincerely,

[Signature]

[Name]

[Job Title]

[Office Telephone]

[E-mail Address]

SAMPLE