Letterhead

Date

National Medal of Technology and Innovation

 Nomination Evaluation Committee

c/o The United States Patent and Trademark Office

Attention: Linda Hosler, Program Manager

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

Dear NMTI Committee Members:

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| **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. A maximum of six letters is accepted for each nomination.* Letters should be written by individuals from varied organizations and backgrounds (ie. they should not all come from the nominee’s workplace). The letters should reflect direct knowledge and expert 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 and expert knowledge and understanding of how the nominee has demonstrated innovative leadership in technological achievement on their field, other fields, their community, nationally, and/or globally.
* 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.
* You will receive an email generated by the nominator with a link to upload your letter. You must upload your letter prior to the award deadline.
* Your letter should be a PDF file, named 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.pdf)*.
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Sincerely,

[*Signature*]

[*Name*]

[*Job Title*]

[*Office Telephone*]

[*E-mail Address*]