**SPARK Awards Nomination Letter Template**

*This document is meant to give you a rough template for your SPARK nomination letter. This is meant as a guide to help you but you are free to structure the letter as you wish. Nomination letters for SPARK Awards are typically around 2 pages but range from 1-3.*

*See this webpage for tips on writing an award letter:* [*Five Tips for Writing a Strong Letter of Support for an Award | Resource Library | Taylor Institute for Teaching and Learning | University of Calgary*](https://taylor-institute.ucalgary.ca/resources/five-tips-for-writing-a-strong-letter-of-support-for-an-award-nomination)

**[Today’s Date]**

**Re: Nomination of [person’s name] for Spark Award – [name of award]**

[Introduction]

(The bulk of the nomination letter will be next section that addresses each of the award criteria. See the SPARK Awards website for the specific criteria for the award which you are nominating the person for)

**[Criteria #1] Displays authenticity, inclusivity, compassion and respect toward students as well as a regard to their wellbeing and mental health** (This example is taken from the Impactful Education: Teaching Award).

In a paragraph or two, address how the nominee satisfies the above criteria.

Do this for the other criteria of the award:

[Criteria #2]

[Criteria #3]

[Criteria #4]

[Closing]

Sincerely,

[Your name or the names of all nominators writing the letter]