[Date]

[Title]

[School]

[Address 1]

[Address 2]

Dear [Name],

Each year the National Association of Geoscience Teachers (NAGT) solicits nominations for [State’s] Outstanding Earth Science Teacher. NAGT believes that this award not only brings distinction to the individual but also reflects quality in the school, system, and state represented by the teacher.

[State] support from industry, professional organizations, and individuals has added to the prestige of the award. Finalists are recognized at [Event]. Both Section and State winners receive resources to support their professional development and to improve the quality of education for their students.

Your help is again needed to stimulate the nomination of the best possible candidates for the honor. Specifically, we need you or your designee to identify and nominate the most outstanding earth science teacher within your system. Should your selection process be deadlocked over a pair of candidates, we will accept both in nomination. We must receive nominations by [Date] for them to be considered.

You can find the online nomination form here: <http://nagt.org/nagt/awards/oest-nom.html>. To increase the chances that your nominee is selected for the award, we encourage you to attach supporting documentation that clearly corroborates the statements made on the form.

Thank you for your time and effort in ensuring that deserving educators receive the resources that they need for growth.

Sincerely,

[Solicitor]