

(Insert Date)

(Insert To: Address)

Dear (Insert Name),

As Project Leader for OHIMA Awards, I would like to inform you that (Insert Name of Person that Nominated) nominated you for the 2002 OHIMA Ambassador to Education Award. There was an excellent response of nominees for this award and unfortunately, all nominees could not be selected.

Although you were not selected, I wanted to let you know of your nomination, as it's a great compliment for your hard work and dedication to our profession and OHIMA.

Thank you and good luck in your professional endeavors.

If you have any questions, please feel free to contact me at (Insert Contact Information).

Sincerely,

(Insert Name)

Project Leader – OHIMA Awards

cc: (Insert cc: information)