



Alumni Awards: Letters of Support

An Alumni Awards nomination consists of two parts: a nomination form and two letters of support. Ideal supporters are people who can personally comment on the specific achievements, contributions and the impact of the actions of the person nominated. Letters of support are intended to support and add broader detail to the information provided in the nomination form.

When drafting your letter of support, please consider the following:

- Specific examples of your nominee's achievements help illustrate your points to the nomination reviewers.
- Target your writing toward a general audience to ensure it is understood by nomination reviewers from a variety of backgrounds.
- Letters of support must be written specifically for the Alumni Awards program. Letters written for other awards, honours or scholarships are not accepted.

Your letter should address:

- Your relationship to the nominee: how long you have known them and in what capacity (i.e., professional/personal).
- Why you think the nominee should be honoured with an Alumni Award.
- The impact the nominee has had on their profession and/or community.
- How the nominee stands out from their peers.
- What makes the nominee inspirational to students and alumni.
- How the nominee has used their education to lead with purpose.

Please return your letter of support, along with your signed FOIP agreement (below), to the nominator to submit as part of the nomination package.

For more information about the Alumni Awards, nominations, letters of support, award categories, and example nominations/letters, visit uab.ca/alumniawards.

Contact Us

Email: alumni.awards@ualberta.ca

Phone: 780-492-7723



FOIP Acknowledgement

I acknowledge that the personal information included in the letter of support form that I am submitting as part of an Alumni Award nomination package is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. I also acknowledge that this information will be used for the purpose of administering the Alumni Award selection process, alumni engagement, and philanthropic activities at the University of Alberta.

In accordance with the FOIP Act, the contents of the nomination package (letters of support and/or other information of which they are the subject) are considered personal information of the nominee. The package may be disclosed to the nominee if they make a formal access to information request.

Questions concerning the collection, use or disposal of this information should be directed to the FOIP Liaison Officer, Office of Advancement, University of Alberta, 3-600 Enterprise Square, 10230 Jasper Avenue NW, Edmonton, AB, T5J 4P6, 780-492-7400.

By signing below, I agree that I understand and acknowledge the above:

Supporter Name (Print) _____

Supporter Email Address _____

Supporter Signature _____

Date _____