

Letterhead

Date

National Medal of Technology and Innovation  
Nomination Evaluation Committee  
c/o The United States Patent and Trademark Office  
Attention: Jennifer Lo, Program Manager

*(If you prefer to send the recommendation letter directly to the program office, please use the address below.)*

National Medal of Technology and Innovation  
Attention: Jennifer Lo, Program Manager  
United States Patent and Trademark Office  
P.O. Box 1450  
Alexandria, Virginia 22313-1450

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

Dear NMTI Committee Members:

**Tips for writing a recommendation letter to the NMTI Committee:**

Give a brief introduction and describe your association with/to the nominee.

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.

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.

Describe how the nominee has demonstrated innovative leadership in regard to contributions to the economic, environmental or social well-being of the United States.

Mention other pertinent information about the nominee that may be helpful to the committee members in their evaluation.

Sincerely,

[*Signature*]

[*Name*]

[*Job Title*]

[*Office Telephone*]

[*E-mail Address*]