



SOROPTIMIST  
Best for Women

*Improving the lives of women and girls through  
programs leading to social and economic  
empowerment.*

## SOROPTIMIST INTERNATIONAL OF THE AMERICAS

### Sample Nomination Letter

October 1, 20XX

Alice Smith, Executive Director  
Women's Health Clinic  
321 South Street  
Anytown, PA 10000

Dear Ms. Smith,

Soroptimist International of Anytown is currently seeking nominations for the Soroptimist Ruby Award: For Women Helping Women. This program honors women who use their personal or professional influence to improve the lives of other women. The Women's Health Clinic was identified as a potential source for nominations because of the nature of its work and its high profile in the community.

Founded in 1987, Soroptimist International of Anytown is part of Soroptimist International of the Americas. Anytown members join with almost 90,000 Soroptimists in about 120 countries and territories to contribute time and financial support to community-based projects benefiting women and girls. The Anytown club helps women recovering from drug and alcohol abuse by providing services through the Soroptimist Recovery Home. In addition, the club participates in Soroptimist International of the Americas' major project, the Soroptimist Live Your Dream: Education and Training Awards for Women (formerly Women's Opportunity Awards), which provides cash grants for women seeking to improve their economic situation through additional training and/or education.

On March 8<sup>th</sup>, in celebration of International Women's Day, the Soroptimist International of Anytown's Soroptimist Ruby Award winner will be honored at a formal banquet to be held at the Downtown Hotel. Also present will be members of Soroptimist International of Anytown, sponsors and local dignitaries. Mayor Janet Brown will present the award, and we anticipate media coverage of this event.

Please consider the prestige and recognition this program affords your nominee and complete the enclosed form. Feel free to nominate yourself, someone within your agency, or someone else you feel deserves the recognition. For your information, I have included brochures on the Soroptimist International of Anytown and Soroptimist International of the Americas. We look forward to hearing from you and welcome any comments or questions you might have.

Sincerely,

Jane Jones  
President  
Enclosures