

**FORMAT FOR RECOMMENDATION LETTER**

**< On the letterhead of the Recommending Company>**

To,

Chairman,  
PHDCCI Business Practices &  
Awards Committee

PHD House, 4/2 Siri Institutional Area  
August Kranti Marg  
New Delhi

**Letter of Recommendation**

Dear Sir,

We are pleased to forward and recommend nomination of Mr/Ms/Mrs/  
\_\_\_\_\_, of M/s \_\_\_\_\_ for consideration for the  
<“ **Name of Award**” >.

Please find enclosed the duly filled in nomination form and other relevant documents in support of the nomination for your information and records. The nominee agrees to cooperate in providing any additional information that may be required for assessment of the application.

Regards,

Yours sincerely,

(Signature and Name of CEO)

Name of Recommending Company

Member of PHDCCI/ FICCI/CII/ ASSOCHAM/ICC/ Any other Chamber (please specify)

Membership Number \_\_\_\_\_