*EXAMPLE EMAIL TEXT 1  
LWOFF NOMINATION: REQUESTING PERMISSION*

Dear [name],

I am writing to you because I think you would make a great candidate for the prestigious 2019 FEMS-Lwoff Award. The [FEMS-Lwoff Award](https://fems-microbiology.org/fems-activities/awards/fems-lwoff-award/) recognizes those that have made outstanding contributions to microbiology in addressing some of the world’s most pressing challenges. You do this by *[indicate why addressee is a microbiology hero]*.

To put forward a nomination for the FEMS-Lwoff Award, FEMS requires the following materials to be included with the nomination for promotional purposes:

* contact information of the nominee
* a short curriculum vitae
* a brief biography (maximum 250 words)
* a photo

Would you give FEMS permission to use the following materials:

*[details of the materials, including link/attachment to them]*

Could you let me know whether you would be happy to grant FEMS permission for use of the above materials before *[date]?* I will then complete your nomination and send the materials to FEMS before the nomination deadline of **15 March 2018**. Many thanks in advance.

Kind regards,

*[Name]*

*EXAMPLE EMAIL TEXT 2*

*LWOFF NOMINATION: REQUESTING MATERIALS*

Dear [name],

I am writing to you because I think you would make a great candidate for the prestigious 2019 FEMS-Lwoff Award. The [FEMS-Lwoff Award](https://fems-microbiology.org/fems-activities/awards/fems-lwoff-award/) recognizes those that have made outstanding contributions to microbiology in addressing some of the world’s most pressing challenges. You do this by *[indicate why addressee is a microbiology hero]*.

FEMS requires a nomination to include the following materials that can be used for promotional purposes:

* contact information of the nominee
* a short curriculum vitae
* a brief biography (maximum 250 words)
* a photo

I would like to receive the following information/materials from you:

*[details of the materials]*

Could you send me these materials and let me know whether you would be happy to grant FEMS permission for use of the above materials before *[date]*? I will then complete your nomination and send the materials to FEMS before the nomination deadline of 15 March 2018. Many thanks in advance.

Kind regards,

*[Name]*