Dear \_\_\_\_\_\_\_\_\_,

We have launched successful communication campaigns in the past few years and would like to celebrate and honor our organization’s achievements by entering our works in the international IABC Gold Quill Awards for excellence in communication!

I would like to request approval and funding to submit our campaign “NAME OF CAMPAIGN” for a Gold Quill Award.

For more than 40 years, the International Association of Business Communicators' Gold Quill Awards have recognized and awarded excellence in strategic communication worldwide. Gold Quill is the premier awards program that honors the dedication, innovation and passion of communicators on a global scale.

If our entry wins:

* Our organization’s achievement will be highlighted in a news release, on the IABC website, and on social media.
* We will receive a complimentary Gold Quill Award trophy.
* Most important, our organization will also be recognized at the annual IABC Excellence Gala held during the time of the IABC World Conference.
* We will receive valuable feedback from experienced international professional communicators—most of whom have earned Gold Quill Awards themselves or are certified by the Global Communication Certification Council. All evaluators are internationally trained to evaluate entries against established criteria aligned with the IABC’s Global Standard of the communication profession.
* Receiving feedback is the unique feature and advantage of joining the Gold Quill Awards that sets it apart from other award programs.
* Moreover, if our entry is named as one of the “best of the best” among other winners, we may be asked to present our Gold Quill Award-winning case study in a conference session or webinar that can further build our brand globally.

The sooner this recommendation is approved, the sooner our company can save on entry fees.

**ENTRY FEES Early Bird Regular Late**

IABC members US$299 US$350 US$525

Non-member US$399 US$450 US$625

Student member US$25 US$40 US$50

Non-member students US$60 US$75 US$90

Please let me know when I can begin preparing our entry!

NAME

TITLE