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 Silver Quill Awards for excellence in communication.

I would like to request approval and funding to submit our campaign “[name]” for a Silver Quill Award.

For more than 40 years, the International Association of Business Communicators' Silver Quill Awards have recognized and awarded excellence in strategic communication worldwide. Silver Quill is a 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 Silver Quill Award trophy.
* We will receive valuable feedback from experienced international professional communicators—most of whom have earned Silver 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 Silver Quill Awards that sets it apart from other award programs.
* The feedback will help us improve our application so we can enter to win a Gold Quill Award.

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

ENTRY DEADLINES AND FEES   
Early Bird Deadline: September 6, 2022   
Final Deadline: October 10, 2022   
  
IABC Member   
Early Bird: $170   
Final Deadline: $200

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