

_____ [Rank and Name of Recommender]
_____ [Title of Recommender]
_____ [Name of Unit or Organization]
_____ [Email of Recommender]
_____ [Letter Date]

MEMORANDUM FOR: _____
[Rank and Name of Recipient, Unit or Organization of Recipient, Address of Recipient]

FROM: _____
[Rank and Name of Recommender, Name of Unit or Organization]

SUBJECT: Letter of Recommendation for _____ [Name and Rank of Applicant]

1. I am writing this letter to recommend _____ [Rank and Name of Applicant] for their application for _____ [Award, Position, or Program Applied For]. I have had the privilege of working alongside _____ [Rank and Name of Applicant] and have witnessed firsthand their unwavering commitment to their duties.

2. _____ [Rank and Name of Applicant] has consistently demonstrated remarkable _____ [Professional Skill or Quality] during their service with our unit. They have been instrumental in _____ [Accomplishment of Applicant]. As a result, _____ [Result of Accomplishment].

3. _____ [Rank and Name of Applicant]'s outstanding _____ [Professional Skill or Quality] was particularly evident during their contribution to _____ [Accomplishment of Applicant]. Thanks to their commitment, _____ [Result of Accomplishment].

4. In conclusion, I am confident that _____ [Rank and Name of Applicant] will be an excellent fit for _____ [Award, Position, or Program Applied For]. Their exceptional service and unwavering commitment to the mission not only adhere to the core value of _____ [Military Branch] but also make them a highly deserving candidate for this opportunity. I wholeheartedly endorse _____ [Rank and Name of Applicant]'s application and am confident that they will continue to excel and contribute significantly to the United States _____ [Military Branch].

Respectfully,
_____ [Rank and Name of Recommender]
_____ [Name of Recommender]
_____ [Rank, Military Branch]
_____ [Name of Unit or Organization]
_____ [Email of Recommender]

