\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [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]