

Military Recommendation Letter Form

Office: _____

Date: _____

Memorandum For: _____

Subject: Letter of Recommendation for _____ SSN #:

It is my great honor to recommend _____ for _____.
As his senior rater for _____ years, I can attest to his/her intelligence, courage, commitment, and professionalism. Furthermore, _____'s peers confirms his/her exceptional qualities as a leader, motivator, and soldier.

In addition, _____ always performs his/her duties in an exceptional manner. He/She possesses a breadth and depth of doctrinal knowledge seldom seen in an officer of his/her rank. _____ has the natural ability to express complicated and technical information clearly and concisely. His/Her patience and compassion will serve him/her well for _____ and guarantee his/her continued success as a leader and a soldier.

Needless to say, with the character and mettle that _____ possesses, I am convinced that he/she will be successful in any endeavor he/she attempts.

Attached to this letter are the documents that supports _____ case, and application. If you have any requests or questions, please do not hesitate to contact me.

Best,

