

## **SAMPLE LETTER OF RECOMMENDATION**

(Office Symbol of Preparer)

(Date)

MEMORANDUM FOR United States Army Human Resources Command (AHRC-OPD-A), 1600 Spearhead Division Avenue, Department 361, Fort Knox, KY 40211-5306

SUBJECT: Letter of Recommendation for CPT Doe, Mary J., XXX-XX-Last four SSN

1. Statement of why you recommend this Soldier for entry into the AGR Program.
2. Describe how the Soldier will make an excellent fit for the AGR Program.
3. Provide a copy of examples out of the seven Army Values the Soldier possesses: Loyalty, Duty, Respect/EO/EEO/ Selfless-Service, Honor, Integrity, and Personal Courage.
4. State whether or not the Soldier has any medical issues which would preclude him/her from world-wide assignments/deployment and meet body composition standards prescribed in AR 600-9.
5. Give ant additional reason(s) why you feel the Soldier should be a member of the AGR Program.

(Signature)

Note: Office Symbol on MEMORANDUM FOR line will be AHRC-OPD-A for officer or AHRC-EPF-A for enlisted.

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